1 Advertisement

Post Title: Communications Manager
School/department: Global Studies/Geography
Hours: part time considered up to a maximum of 60% FTE
Requests for flexible working options will be considered (subject to business need).
Contract: fixed term until August 2023
Reference: 4197
Salary: starting at £33,797 to £40,322 per annum, pro rata if part time
current salary scales can be found here
Placed on: 04 August 2020
Closing date: 04 September 2020 Applications must be received by midnight of the closing date.
Expected start date: September 2020 or soon thereafter

- An experienced Communications Manager is required to oversee research on two large, international research projects in the School of Global Studies.
- The successful applicant will be responsible for the overall coordination of communications and impact activities on both projects, including establishing and maintaining communication plans in coordination with research teams across ten countries.
- This will involve regular contact with colleagues at Sussex and several other UK institutions and international partners in Bangladesh, DRC, Ethiopia, Lebanon, Myanmar, Pakistan, South Africa, Somaliland, Sri Lanka and Zimbabwe.

Please contact Michael Collyer (M.Collyer@sussex.ac.uk) for informal enquiries.

For full details and how to apply see our vacancies page

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

Please find further information regarding the school/division at http://www.sussex.ac.uk/global/
3. **Job Description**

Job Description for the post of: Communications Manager

**Department:** Geography

**School:** Global Studies

**Location:** tbc

**Grade:** 7.30

**Responsible to:** Professor Michael Collyer

**Key contacts:** Members of research project group, members of faculty within the School and University.

**Role description:** Communications Manager is not a research position but a senior administrative role, although a research background is not necessary, some experience of research is an advantage.

**PRINCIPAL ACCOUNTABILITIES**

1. To oversee communications and impact activities on the projects ‘Protracted Displacement Economies’ and ‘Towards Trajectories of Inclusion: making infrastructure work for the most marginalised’, establish communication and impact plans for both projects and maintain all communications activities in line with the relevant plans, working closely with the Sussex research team on each project, relevant UK academics and international partners in order to do so.

2. Establish and maintain project websites (NB, this may initially involve commissioning a designer) and where applicable manage project social media accounts, in coordination with the School of Global Studies social media manager.

3. Coordinate with the Research Manager, who will also be recruited at 60% across the same two projects and with communications staff in international partner organisations.
KEY RESPONSIBILITIES

1. **Research, Scholarship & Enterprise**

1.1 Ensure communications on the two projects progresses according to established plans.

1.2 Assist with organisation of annual in person meetings for each project.

1.3 Coordinate with the Research Manager to ensure clear link between research and communications.

1.4 Establish and implement project impact plans in coordination with Research Manager and research teams and develop communication activities to follow those plans.

1.5 Contribute to the preparation of proposals and applications to external bodies, for example for funding purposes.

1.6 Individually or with colleagues, explore opportunities for enterprise activity, knowledge exchange income and/or consultancy, where permissible.

1.7 Build internal contacts and participate in internal networks and relevant external networks in order to form relationships and collaborations.

1.8 Continually update knowledge and understanding in field or specialism, and engage in continuous professional development.

2. **Teaching & Student Support**

2.1 Assist in the development of student research skills, for example as part of a postgraduate supervision team.

3. **Contribution to School & University**

3.1 Attend and contribute to relevant School and project meetings.

3.2 Undertake additional duties, as required by the Principal Investigator and/or Head of School.

4. **Role-specific duties**

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.
INDICATIVE PERFORMANCE CRITERIA

- A graduate degree in a social science subject or equivalent scholarly or relevant professional activity

- Previous experience of managing communications activities in relation to large research programmes or equivalent management tasks.

- Initiating, developing or participating in links between the University and external bodies such as business and industry, the professions, community organisations, policy-makers and popular media.
PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Normally educated to graduate level, or other equivalent qualification, or appropriate level of experience, as appropriate to the discipline (see role-specific criteria below).

2. Excellent presentation skills, with the ability to communicate effectively, both orally and in writing, with colleagues, research partners and external audiences.

3. Ability to work individually on own initiative and without close supervision, and as part of a team.

4. Ability to exercise a degree of innovation and creative problem-solving.

5. Excellent organisational and administrative skills.

6. Ability to prioritise and meet deadlines.

7. Excellent IT skills.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Evidence of high-quality communications management, including web content, production of short research briefings, management of social media.

2. Ability to think creatively and imaginatively in relation to communications in challenging contexts.

3. Understanding of the use of communications to create impact, particularly targeting communications at particular audiences.

4. Excellent management abilities, including ability to keep multiple teams on track.

DESIRABLE CRITERIA

1. Experience of management of communications for international research projects involving partners in countries with less-developed communications technologies.

2. Familiarity with quantitative and/or qualitative research methodologies.

3. Familiarity with artistic mediums (e.g. films and comics) as communication tools.

4. Experience of university administration, particularly from a communications perspective.

5. Experience of managing communications in languages other than English, including commissioning translations.

6. Knowledge of French or any of the other languages involved in either of the two projects (Amharic, Arabic, Bangla, Lingala, Pashto, Shona, Sinhala, Somali, Swahili, Tamil, Thai)