1 Advertisement

Post Title: Research Communications and Events Assistant  
School/department: University of Sussex Business School  
Hours: Full time (36.5 hours). Requests for flexible working options will be considered (subject to business need).  
Contract: permanent  
Reference: 7177  
Salary: starting at £22,254 to £25,627 per annum, pro rata if part time.  
Placed on: 15 November 2021  
Closing date: 06 December 2021  
Expected Interview date: TBC  
Expected start date: TBC

This is an exciting opportunity to join a dynamic team of research-support professionals in the University of Sussex Business School that facilitates the promotion of research to wide and diverse audiences.

The School is recognised as one of the top UK Business Schools for research income with impact across government, business and civil society particularly in regards to energy, trade, innovation, and sustainability.

This post provides support for the School’s research engagement and communications activities, working closely with the Research Engagement & Events Officer, the Research Communications Manager, and other academic and professional services colleagues within the School as required.

The successful applicant will be required to undertake a variety of tasks including:

- assisting with the organisation of events
- written content creation
- editing
- website development and social media
- general administrative duties.

The position would be suitable for someone with an interest in communications and events coordination as well as current affairs.

The successful candidate will have first-rate written and oral communication skills, excellent attention to detail, and an open mind. You will also be a highly organised, able to work both independently and as part of a team, with good IT skills. InDesign, web and social media management experience would be an advantage.

Please contact Charlotte Humma at C.Humma@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 www.sussex.ac.uk/business-school/

1 The University of Sussex Business School

Please find further information regarding the school/division at https://www.sussex.ac.uk/business-school/ and particularly on research, please consult these webpages: https://www.sussex.ac.uk/business-school/research/

3. Job Description

Job Description for the post of: Research Communications and Events Assistant

Department: N/A

Section/Unit/School: Business School

Location: Jubilee Building

Grade: 4

Responsible to: Aristea Markantoni

Responsible for: None

Purpose of the post:
The post holder will develop a range of communication, administration and events management skills, playing a crucial role in implementing communications and engagement strategies for research across the School. The post holder will work to support the Research Communications Manager, the Research Engagement and Events Officer and Faculty across the School as required. The post will assist in the delivery of major communications projects and events as well as develop responsibility for web updates, social media management and the production of a newsletter.

About the team:
The Research, Impact and Communications and Engagement team aims to ensure that all research-related communications, engagement and impact-generating opportunities are fully explored or exploited by:

- Working with academics to develop and implement targeted communications, engagement and impact-generation strategies around specific research projects or areas of research.
- Identifying and developing research-related engagement opportunities and organising strategic research events, such as public lectures / seminars / workshops and the hosting of major academic conferences.
- Supporting a range of impact-generation activities

Key Responsibilities:
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 the level of responsibility entailed.

**Support for Research Communications**

1. To research, write and edit content for use across a range of channels
2. To assist with preparing and editing key documents, including news articles, blog posts, policy briefs, promotional materials, newsletters and other publications as required
3. To update and maintain research and event web pages
4. To develop and schedule content for social media platforms and evaluate analytic data to enhance performance

**Support for Research Events**

5. To manage and support conferences and research-focused events. This aspect of the role will involve organising all logistics, promoting events internally and externally, through a range of digital channels including social media and websites, and participating in these events. The post holder takes responsibility for key areas, including the following tasks:
   - Administering invitations, responses, submissions, information for participants, and registration for the events
   - Organising travel and hotel bookings, liaising with participants
   - Liaising with venues re: catering, room booking and equipment, etc.
   - Preparing event materials including promotional materials, compiling event packs, name badges, etc.
   - Assisting at the venue / on the virtual platform on event days
   - Processing travel and subsistence expense claims from participants during/after the events
   - Working closely with event leaders and with support teams within the School
   This aspect of the role may at times require early starts, late finishes and weekend working.

**Support for Research Projects**

6. To provide information and guidance to staff, regarding School and University procedures
7. To assist with the recording of information related to research activity
8. To support engagement activity
9. Use the University finance system to process purchase orders and expenses in liaison with Finance colleagues

**Other**

10. Undertake other duties as required to assist the teams in delivering their objectives
11. Support School initiatives and reporting activities

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**4. Person Specification**

**SKILLS / ABILITIES**
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<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Excellent written and verbal communications skills</td>
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<td>Excellent attention to detail</td>
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<td>Good ICT skills</td>
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<td>Good organisational skills, ability to prioritise workload and the ability to work effectively to deadlines</td>
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<td>Experience of Web Content Management Systems</td>
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<td>Ability to deal effectively and to communicate well with people at a range of levels</td>
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<td>Ability to develop an understanding of the School’s subjects to be able to provide research communications assistance</td>
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**KNOWLEDGE**

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<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Knowledge of Indesign</td>
<td>x</td>
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<td>Knowledge of Mailchimp</td>
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<td>Understanding of a range of social media platforms</td>
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**EXPERIENCE**

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<th>Essential</th>
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<tr>
<td>Experience of administrative &amp; clerical systems</td>
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<td>Experience of HE environment, including research activity</td>
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<td>Experience supporting events and/or workshops</td>
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<td>Experience managing social media</td>
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**PERSONAL ATTRIBUTES AND CIRCUMSTANCES**

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Interest in communications</td>
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<td>Interest in the research subject areas within the School</td>
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<td>Willingness to learn</td>
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<td>Willingness to work flexibly to ensure out of hours events are supported and deadlines met</td>
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<td>Ability to work on own initiative</td>
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<td>Commitment to providing high levels of service to staff</td>
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