1 Advertisement

Post Title: Project Administrator
School/department: LPS
Hours: Part time, hours considered up to 7.3 per week.
Requests for flexible working options will be considered (subject to business need).
Contract: fixed term until 02 January 2024
Reference: 7432
Salary: starting at £26,341 to £30,497 per annum, pro rata if part time.
Placed on: 13 December 2021
Closing date: 21 January 2022 Applications must be received by midnight of the closing date.
Expected Interview date: TBC
Expected start date: TBC

Applications are invited for a temporary, two-year post of a Project Administrator within the School of Law, Politics and Sociology of the University of Sussex. We are seeking an outstanding, experienced and enthusiastic Project Administrator to provide administrative support for a groundbreaking two-year project on the experiences of Iranian queer refugees in Turkey, the UK and Canada.

A Project Administrator is sought for the ESRC-funded project ‘Negotiating Queer Identities Following Forced Migration (NQIfFM): A Comparative Study of Iranian Queer Refugees Living in Turkey, the UK and Canada’. This two-year project is led by the University of Sussex and run in collaboration with the University of Nottingham.

The Project Administrator will work collaboratively with the project team at the University of Sussex and University of Nottingham, as well as project consultants. The work will be primarily office-based, at the University of Sussex, but the post-holder may be able to carry out some of the functions remotely as well as have to attend events offsite. The post-holder will carry out their activities in an evolving environment where duties and responsibilities will be subject to review and may change over time.

Please contact Prof Nuno Ferreira (n.ferreira@sussex.ac.uk) for informal enquiries.

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

2. The School / Division
3. **Job Description**

Job Description for the post of: Project Administrator

**Department:** Law

**Section/Unit/School:** Law, Politics and Sociology

**Location:** Falmer, Brighton

**Grade:** 5

**Responsible to:** Principal Investigator

**Job Description**

This position of Project Administrator will offer administrative support to the ESRC-funded project ‘Negotiating Queer Identities Following Forced Migration (NQIfFM): A Comparative Study of Iranian Queer Refugees Living in Turkey, the UK and Canada’.

The post entails offering support one day per week over the duration of the NQIfFM project. The post holder will, among other aspects of the project’s delivery:

- Assist with the organisation and keeping of records of the project team and advisory board meetings;
- Assist with the preparation and logistics of the fieldwork;
- Oversee various tasks necessary for the efficient delivery of the project’s outputs and activities;
- Support the scientific and financial reporting to the project’s funder;
- Support the communication between the project team, project’s participants, and external stakeholders;
- Assist with dissemination, networking and impact activities, including the project’s website, external communications and external events.

The NQIfFM study will investigate the processes of identity transition of Iranian diasporic queers seeking international protection in countries generally seen as being of transition, destination or resettlement. It will develop concepts of postcolonial sexual identity, augment life histories of exile, explore trauma-based cultural politics, consider more carefully creative methods, and make a nuanced contribution to emerging queer studies of migration, transnationalism and exile.

We will explore the lived experiences of Iranian queers in exile (IQIEs), enquiring: a) how migration affects IQIEs negotiation of sexual and gender identity from Iran to ‘the West’; b) how culturally specific categories such as ‘LGBTQ+’ are negotiated; c) how poetry or other creative practices help IQIEs express or construct such journeys for ‘sexual liberty’; and d) how poetic forms might help articulate the ‘hidden experiences’ of IQIEs.

4. **Person Specification**
Essential criteria
- First degree in a relevant subject
- Project administration experience
- Excellent written and oral communication skills
- Independent work, initiative and teamwork competences

Desirable criteria
- Master degree in social sciences or related area
- Experience of administrating or working on large scale, externally-funded research projects
- Experience of organising events/meetings, research events and dissemination activities.
- Academic knowledge in the field of migration and/or queer studies