

1 Advertisement

Post Title: Project Coordinator

School: School of Education and Social Work

Hours: part time (0.1FTE) hours

Requests for flexible working options will be considered (subject to business need).

Contract: fixed term 31st March 2026

Reference: 7449

Salary: starting at £26,341 to £30,497 per annum, pro rata if part time

Placed on: 14 December 2021

Closing date: 21 January 2022 Applications must be received by midnight of the closing date.

Expected Interview date: TBC

Expected start date: January 2022 or soon after

This vacancy is only open to those currently employed by the university.

The University of Sussex has been awarded with its partners the contract for the national evaluation of [A Better Start](#). To support the work conducted by the Sussex team, we seek to appoint a 0.1fte project co-ordinator who will be based within the School of Education and Social Work. .

A Better Start (ABS) is a ten-year (2015-2025), £215 million programme funded by The National Lottery Community Fund (TNLCF), delivered by local partnerships in five areas in England: Blackpool, Bradford, Lambeth, Nottingham and Southend-On-Sea. The programme aims to change the ways in which services are delivered in local areas, working in partnership with parents of babies and young children.

The national evaluation of ABS is being conducted by a consortium partnership led by [NatGen Social Research](#), working with the University of Sussex, [Research in Practice \(RiP\)](#), the [National Children's Bureau \(NCB\)](#) and [RSM Partners](#). The consortium is built upon longstanding working relationships and brings together internationally recognised expertise.

Overall, the national evaluation aims to address four specific objectives:

1. identify the contribution made by the ABS programme to the life chances of children who have received ABS interventions
2. identify the factors that contribute to improving diet and nutrition, social and emotional skills and language and communication skills through the suite of interventions, both targeted and universal, selected by ABS sites
3. evidence, through collective journey mapping, the experiences of families from diverse backgrounds through ABS systems
4. evidence the contribution the ABS programme has made to reducing costs to the public purse relating to primary school aged children

The five ABS sites also have local evaluators, and our national, programme level evaluation is distinct from that work. The national evaluation work has been divided into two phases: an initial feasibility study which is now complete, and the main Phase 2 evaluation. The successful applicant will be involved in Phase 2, working as part of the overall evaluation team, within Sussex and across the consortium. The Sussex team leads Objective 3, which involves in-depth interviews with families over a four year period, and contributes to work on all other objectives. Work at Sussex is led by Professor Janet Boddy and Professor Gillian Hampden-Thompson, and involves researchers from Education, Psychology and Brighton and Sussex Medical School, and within Sussex is aligned with the [Centre for Innovation and Research in Childhood and Youth](#).

Please contact Professor Gillian Hampden-Thompson, g.hampden-thompson@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/esw

3. Job Description

Job Description for the post of: Project coordinator

Department: Social Work and Social Care

School: School of Education and Social Work

Location: Essex House

Grade: 5.1

Responsible to: Project PIs (Profs Gillian Hampden-Thompson and Janet Boddy) (day to day work)

Responsible for: n/a

Job description:

The Project Coordinator will ensure the research team works cohesively and efficiently across this complex multi-strand collaborative project. The co-ordinator will undertake a variety of administrative tasks, but their primary responsibility will be to support data collection and data management in relation to Objective 3 listed above, including: liaising with ABS sites or other organisations to support fieldwork or other activities; working with

team members to make travel and accommodation arrangements; supporting liaison and engagement of families (e.g., through mailouts); working with the PIs and research team in devising and implementing systems for management of data in line with data protection legislation. Other activities will include: organising and minuting meetings; supporting the PIs in devising and implement a set of administrative systems for the project which will enable the following: the achievement of tasks, with deliverables to deadline, and progress towards objectives to be monitored across the strands of the project; communication to be facilitated between team members, and between the team and its external stakeholders, using a variety of platforms.

Key duties and responsibilities:

1. Making travel, accommodation and hospitality arrangements for research team and advisory group members;
2. Liaising with external organisations to organise fieldwork and other events;
3. Liaising with the research team to purchase and organise materials for fieldwork as required;
4. Supporting with the continuing engagement of families participating in the evaluation, for example by acting as an initial point of contact for queries when necessary, organising mailouts to families and so on;
5. Deal effectively and efficiently with enquiries from team members, external stakeholders and the funder;
6. Support in devising, implementing and maintaining data management systems for the project, including storage and transcription, in line with data protection law;
7. Organising and minuting meetings;
8. Support in devising, implementing and maintaining a set of administrative systems for the project which will enable the research team to work cohesively and efficiently across this complex multi-strand collaborative project and support the meeting of the project objectives;
9. Liaising and collaborating with research team members (including our partner organisations on occasion);
10. Providing general administrative support as required to support the project's objectives.

4. Person Specification

a) Skills/Abilities

	Essential	Desirable
• Excellent organisational and administrative skills	x	
• Ability to support the set up and implement administrative systems and processes which enable the project objectives to be met	x	

• ICT competence, including in using Microsoft Office, databases, spreadsheets, and search engines	X	
• Ability to demonstrate high levels of precision and attention to detail	X	
• Ability to organise own workload and prioritise tasks to meet deadlines while under pressure.	X	
• Ability to work proactively and reactively to meet project objectives	X	

b) Experience

	Essential	Desirable
• A proven track record of working collaboratively and effectively within an administrative role	X	
• Experience of supporting the design and implementation of effective systems and processes and ensuring team-wide adherence	X	
• Experience of managing confidential data	X	
• Experience of organising, supporting and servicing meetings		X
• Experience of liaison with external stakeholders from the public charitable, independent or business sectors		X
• Experience of liaising with research participants.		X

c) Knowledge

	Essential	Desirable
• Data protection requirements	X	

d) Personal Attributes

	Essential	Desirable
• Quick-thinking and responsive to new challenges within project administration	X	
• Able to work independently and make own decisions	X	
• Demonstrable commitment to working collaboratively, as part of a team	X	
• Willing to work flexibly and adapt workload to demand	X	
• Able to use initiative to problem solve	X	
• Demonstrable commitment to personal and professional development relevant to the role	X	

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.
The successful applicant will need to get DBS clearance for this position once in post.