

JOB DESCRIPTION

Vacancy reference:	SRF31032
Post Title:	Project Officer
Grade:	Grade 6
School/Department:	Department of Geography & Environmental Science
Reports to:	Professor Hilary Geoghegan
Responsible for:	none

Purpose

To provide high quality, professional project support. The role coordinates and supports the management and communications activity of the new NERC Community for Engaging Environments project that will bring about a step change in how evidence and equity are considered in making sense of, and fostering collective action towards achieving global environmental justice.

To work closely with the Project Director, as well as the Project Storytelling Lead, National Community Manager and cross-institutional team, to enhance capacity for delivery and implementation of the project and provide insight and analysis for project planning.

To transfer learning from the project to the University of Reading and its developing public engagement strategy.

Main duties and responsibilities

- Develop project plans including scoping out key elements and timescales, defining tasks, scheduling and resource allocation, including managing budgets ranging from approx. £10,000 for seed-funded projects to £40,000 for critical friends
- Ensuring the development and outcomes of the project are effectively monitored, evaluated and reported, including identifying opportunities, flagging and mitigating key risks
- Delivering specific tasks including arranging, participating in/running events, project meetings, workshops, annual conferences, advisory board meetings, and coordinating and leading on specific aspects of projects, such as identifying areas for further development and communicating non-standard/varied information to a range of audiences, including senior management
- Co-ordinating delivery of significant components of the project, which will include influencing colleagues to deliver the tasks for which they are responsible on time and within scope
- Managing on-going refinement and redefinition of tasks within your remit, liaising closely with the Project Director, Project Storytelling Lead and National Community Manager to ensure the implications of changes are recognised and followed
- Maintaining and implementing a communication and engagement plan for all stakeholders, liaising closely with the Project Storytelling Lead on digital content and university and NERC press officers
- Managing social media content by assisting in the drafting of communications and passing through to appropriate dissemination channels (websites, mailing lists, blogging platform and microblogging platforms e.g. Twitter and Instagram)

- Coordinating with project team and partners to ensure the project website is kept up to date with news stories, case studies and information, as well as drafting copy for media or policy briefings as required
- Assist with creating and delivering presentations to relevant stakeholders (including advisory board, national community of practice, NERC) consistent with achieving project goals (e.g. communicating aims of project, reporting progress and so on), as well as preparing papers for presentation to Advisory Board
- Organising project and practice-sharing events, such as project team retreats, workshops.
- Liaising with cross-institutional team managing other parts of the project to ensure congruence of relevant/dependent activity where necessary
- Contribute to setting up of robust processes and procedures, including setting up and managing seed-funded public engagement with scheme with National Community Lead
- Providing secretariat support to Project Director and Advisory Board
- Assist in the development of future funding proposals to support and fund further roll-out of project by collating information from others, undertaking research and drafting sections of proposals
- Collate project tracking information from project team, project evaluators and partners, using this information to produce reports for the Project Director, Advisory Board, and ResearchFish
- Act as first point of contact for general enquiries by responding in the first instance and forwarding to relevant team members as required
- Compose summary reports from evaluation team and cross-institutional team quarterly reports to share project learning with University of Reading and its developing public engagement strategy
- Undertake any other activities as may be required by Project Officer that are commensurate with this Grade 6 role

Supervision received

The Project Officer will work closely with the Project Director, Professor Hilary Geoghegan who will provide guidance about work needed, as well as with the National Community Manager, Dr Poppy Lakeman Fraser (on maternity leave until May 2020) and the Project Storytelling Lead, Dr Erinma Ochu. They will also work closely with the University's Research Finance, Data Management, Impact and Research Communications teams, who can provide further support in these areas. They will join an established team of Project Managers, Research Administrators and Web Support at the University of Reading who will also be able to provide informal support as required.

Supervision given

None.

Contact

The project team includes 20 people from the following organisations: University of Reading, University of Birmingham, University of Newcastle, Salford University, University of Manchester, UCL, Earthwatch, and Citizens UK.

Research partners collaborating on the project include: Abberley and Malvern Hills Geopark Forum; Black Country UNESCO Geopark; British Trust for Ornithology; Cannon Hill Park Friends; Central England NERC Training Alliance (CENTA); Environment Agency; FigShare; Future Melting Pot; Handsworth Wood Girls' Academy; Heritage Coast; Ignite Futures Ltd; JNCC; Lapworth Museum of Geology; Natural England; NERC National Centre for Earth Observation; Oxford University Museum of Natural History; OPAL (Open Air Laboratories); Primary Science Teaching Trust; SciStarter. Sustainable Earth Institute; The Council of European Jamaats; The Natural History Museum; The Natural History Consortium; The Open University; UK Committee for UNESCO Global Geoparks; Woodland Trust.

Terms and conditions

This is a full-time role. Some weekend work/overnight travel may be necessary to work with team members and project partners.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date assessed:

PERSON SPECIFICATION

Job Title	School/Department
Project Officer	Department of Geography & Environmental Science

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Excellent organisational and time management skills • Excellent numeracy skills • Excellent accuracy and attention to detail • Ability to communicate effectively and persuasively at all levels both in written and verbal context • Ability to develop content for digital channels • Ability to work with a range of stakeholders and form effective 'project teams' • The ability to influence stakeholders, including those at senior level, as required, and adapt to different settings and circumstances • Ability to drive delivery of a plan and problem solve as necessary • Ability to work under pressure and to deadlines • Ability to work without close supervision • Ability to set up and maintain effective systems and procedures 	<ul style="list-style-type: none"> • Driving licence • Ability to draft copy for media or policy briefings • Ability to manage cross-institutional team projects and partners remotely • Ability to plan and deliver imaginative, innovative cultural events and activities
Attainment	<ul style="list-style-type: none"> • Degree or equivalent work experience • Evidence of continuing professional development • Excellent social media content management skills including websites, mailing lists, blogging platform and microblogging platforms e.g. Twitter and Instagram • Excellent IT skills, including Outlook, Word and Excel 	<ul style="list-style-type: none"> • Project management certification e.g. Prince2 • Skills in analysing and tracking social media footprints
Knowledge	<ul style="list-style-type: none"> • Knowledge of a range of project management models and techniques, e.g. project plan updates, weekly status reports, scheduling, risk 	<ul style="list-style-type: none"> • University and Research Council funded project administration and reporting (e.g. ResearchFish, Agresso Finance System)

	<p>management and reporting, stakeholder mapping, evaluation, documentation, and effective communication planning</p>	<ul style="list-style-type: none"> • Knowledge of Higher Education • Knowledge of environmental science • Knowledge of the latest developments in public engagement with environmental science, community based participatory research or social innovation
Relevant Experience	<ul style="list-style-type: none"> • Experience of project management and administration involving systems based solutions, as well as reporting, budgeting and financial management • Experience of delivering projects to costs, timescales and quality • Experience of working on multiple projects simultaneously • Experience working on projects with digital content and social media campaigns • Experience of working with a range of stakeholders in a project context • Experience of event organisation (e.g. conferences, meetings, workshops) • Experience of producing high level reports/communications for a range of stakeholders • Experience of working in a diverse team 	<ul style="list-style-type: none"> • Experience of leading sizeable environment-related projects and communication campaigns • Experience of working with design or content editing tools that create professional, engaging social media content • Experience of acting as secretariat for Advisory Board • Experience of community organising, storytelling, citizen science and/or participatory methods
Disposition	<ul style="list-style-type: none"> • Strong focus on attention to detail and high quality output • Focus on continual improvement in service delivery • Proactive, flexible and resilient • Strong team player • Ability to maintain confidentiality • Curiosity and drive to proactively explore and pursue opportunities to work meaningfully with others to increase reach and impact, and to leverage wider benefits for the project • Commitment to the values underpinning our work to 	

	ensure a safe and inclusive environment for participating staff, students, external partners and public participants who come from a range of disciplinary, institutional and cultural backgrounds.	
Other	<ul style="list-style-type: none"> • Interest in and experience of public engagement with environmental research, citizen science, storytelling and/or community organising 	

Completed by: Hilary Geoghegan	Date: 08.11.2019
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