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# JOB DESCRIPTION

**POST:** ISJ Project Manager and Researcher

**REF:**

**DEPARTMENT:** Institute for Social Justice

**GRADE:** 6

**REPORTING TO:** Director, Institute for Social Justice

**SUPERVISORY RESPONSIBILITY:** As required

# JOB PURPOSE:

The Institute for Social Justice leads and co-ordinates collaborative and interdisciplinary research that seeks to identify and address some of the inequalities and injustices facing society today. Central to this is partnership and project work, engaging with organisations, community groups and other external stakeholders as well as multi-faceted research teams internally. The role of ISJ Project Manager and Researcher is to help co-ordinate and grow this activity.

As **project manager**, the role will include providing overall project management support to the Director of the Institute and also to individual projects operating within ISJ. This will include seeking opportunities to develop new partnerships and to provide added value by networking between projects. The post will also provide broad event, media & comms and financial support to the Director of the ISJ.

As **researcher**, the role will include both developing new projects – including partnership and feeding into funding applications – and supporting existing projects (such as the student-facing ecological justice project, Living Lab). This will include opportunities to contribute qualitative research skills to participatory and community orientated research.

# DUTIES AND RESPONSIBILITIES:

1. To lead project management of ISJ activities as required, including engaging with and representing the Institute to external partners.
2. To build and consolidate a network of partners in VCSE sector, maintain relationships and communication with network, in order to build future opportunities.
3. To participate in external networks (including local policymakers, charities, social enterprises) and develop contact to share information and identify potential projects and sources of income.
4. To support the ISJ Director in developing new projects and managing existing projects and funding schemes.
5. To support ISJ projects as required in event planning, project coordination and partnership work.
6. Act as an ambassador for the Institute for Social Justice and lead in the development of public engagement and knowledge transfer activities.
7. Provide management support to the ISJ as a whole, including leading on event planning, internal and external communications, financial management.
8. To provide research support to projects within the ISJ, collaborating with academic and non-academic staff.
9. As appropriate to take on lead researcher roles on projects that align with expertise, including seeking opportunities to develop research outputs and external funding opportunities.

## Plus

* Any other duties as may reasonably be required.
* Ensure that the highest standards of professional performance are maintained.
* Demonstrate a personal commitment to equality, diversity and inclusion and ensure equal opportunities are integral to the work of the department.
* Ensure compliance with relevant legislation and statutory codes of practice, as advised.
* Participate in the arrangements for performance review.
* Ensure that professional skills are regularly updated through participation in training and development activities.
* Ensure all University policies are implemented within the remit of this post.

# HEALTH & SAFETY

Under the Health & Safety at Work Act 1974, whilst at work, members of staff must take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions.

*This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post’s main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.*

# PERSON SPECIFICATION

**POST TITLE:** ISJ Project Manager and Researcher

**SCHOOL / DEPARTMENT:** Institute for Social Justice

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

## Education & Training

|  |  |  |
| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| MSc/MA in a relevant subject or, exceptionally, substantial experience at an equivalent level | Essential | Application |
| PhD in a relevant subject or working towards or substantial equivalent experience. | Desirable | Application |
| Project Management Experience | Essential | Application / Interview |

## Knowledge & Experience

|  |  |  |
| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Experience of project management, including events, communications and finance | Essential | Application / Interview |
| Prior experience of working within Higher Education, or demonstrable experience of working in a complex organisation with multiple stakeholders (such as universities, third sector, government agencies) | Essential | Application / Interview |
| Demonstrated ability to critically appraise research evidence and data, and to be able to write succinct summaries of complex information. | Essential | Application / Interview |
| Experience of engaging in participatory, community or social justice research contexts. | Essential | Application / Interview |
| Experience or interest in enacting social justice. | Essential | Application / Interview |
| Experience of communicating research findings and insights to public audiences in written and oral formats | Desirable | Application / Interview |
| Knowledge and experience of using a variety of qualitative, quantitative and/or creative research methods | Desirable | Application / Interview |

## Skills & Attributes

|  |  |  |
| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Personal commitment to equality and an understanding of what this means in practice. | Essential | Application / Interview |
| Ability to communicate clearly and effectively to a diversity of audiences | Essential | Application / Interview |
| Ability to work independently or as part of a team | Essential | Application / Interview |

## The Leading in York St John Framework

YSJ is my University, I choose to be here, and I show my commitment by contributing to its long-term success. This Framework is used in our Recruitment & Performance Development Reviews, please take these into consideration when making your application and in your role.

|  |  |
| --- | --- |
| **Self-Assured** | I take personal responsibility. If not me, then who? If not now, then when? |
| **Agile** | I am proactive, creative and responsive in testing solutions. I continuously adapt my Approach. |
| **Socially Aware** | I contribute my knowledge, skills and time to the broader University community. |
| **Tenacious** | I confidently and passionately contribute my ideas and support others to do the same. |
| **Open-Minded** | I communicate with empathy and positivity, without prejudice. |

## Special Features

E.g., Travel, DBS Required [Please delete examples]