

Job Description

NSEC Project Manager	
Grade	G6
Department	FSE/ Thomas Ashton Institute/ SALIENT Hub
Overall Purpose	
The Network of Security & Excellence (NSEC) project manager will manage, facilitate and enhance growth of the network. This role essentially brings together the management of various work packages, tasks and stakeholder engagement/communications activities to deliver NSEC. Alongside the Building a secure and resilient world research and coordination hub (SALIENT) and programme manager, you will need to define key deliverables with deadlines and some that will be ongoing in support of securing long-term funding, advocacy and outcomes for the network. You will work alongside key leaders in both SALIENT (Hull and Manchester Universities) and ACE (Home Office) and will engage with a broad set of stakeholders across UK Government, Academia and Industry. The successful candidate must be capable of achieving at least the Baseline Personnel Security Standard (BPSS), other security clearance may be required, and be committed to the British values of democracy, rule of law, respect and tolerance, individual liberty and the seven principles of public life. Applicants should ensure they use the additional information section of the application to evidence how they meet the essential criteria.	
About the Team	
NSEC is a multidisciplinary community of academics with interests in supporting the UK's national security and resilience needs. NSEC enables the effective coordination of stakeholders and initiatives to enhance cohesion and accelerate collaborations. This includes; - Academics who are keen to collaborate and engage with complex challenges for maximum impact. - Problem owners in government who are seeking solutions to some of the UK's most intractable societal challenges. - Industry and third sector organisations aiming to enhance capabilities through academic collaboration. SALIENT is a UKRI-funded research and coordination hub, that also administers devolved funding calls and is led by The University of Manchester. SALIENT and NSEC sit within the Thomas Ashton Institute at The University of Manchester. SALIENT is focused on addressing national security and resilience challenges through interdisciplinary research collaboration. Flexible, hybrid and job share applications will be considered. More information can be found at https://nsec.uk/	
Key Accountabilities	
Developing and implementing strategic plans to support the long-term sustainability and impact	

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of the network.

- Enhancing awareness and visibility of NSEC through targeted communication across appropriate channels.
- Managing and updating digital platforms, including social media, the NSEC website, newsletters, and announcements, ensuring consistent and engaging content.
- Planning, coordinating, and facilitating events, both virtual and in-person, to support stakeholder engagement and knowledge exchange.
- Representing NSEC at key events, such as the Security and Policing annual conference, coordinating the presence of SALIENT and NSEC.
- Auditing and enhancing the NSEC contact database, ensuring GDPR compliance and streamlining the member sign-up process.
- Collaborating with key stakeholders to identify and pursue opportunities for partnership, alignment, and shared initiatives.
- Conducting visits to member universities to strengthen relationships and uncover new opportunities for collaboration.
- Establishing and refining ways of working with stakeholders to enhance collaboration and efficiency.
- Produce monthly reports detailing key activities, outcomes, and progress for internal and external stakeholders.
- Exercising autonomy in achieving objectives, proactively resolving issues and taking initiative in daily problem-solving.
- Working with and supporting the wider SALIENT core team.

Person Specification

Knowledge	
	• Knowledge of benefits management, business planning or project evaluation approaches.
Experience	
	• Experience of stakeholder engagement and relationship management, with the ability to influence and collaborate effectively at all levels. • Experience of working in one or more of the following sectors, or relevant sectors: UK Defence, Resilience, or Security. • Experience of planning and delivering conferences, workshops, meetings and other engagement activities. • Experience of developing and implementing project processes to improve efficiency, delivery and governance. • Experience of creating and maintaining website content, including the use of WordPress or similar content management systems. • Experience of managing project budgets and resources, ensuring financial accountability and value for money. • Excellent organisational, planning and prioritisation skills, with the ability to manage competing demands and deliver to deadlines.

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	Strong communication, interpersonal and relationship-building skills, with the ability to work effectively both independently and as part of a distributed team.
Skills	- Proven project and programme management experience, including planning, delivery, monitoring and reporting across complex projects involving multiple stakeholders. - Excellent IT skills, including Microsoft Office applications (Word, Excel, PowerPoint and Outlook) and web-based systems. - Strong problem-solving skills, using initiative, sound judgement and a proactive approach to overcome challenges. - Adaptable, resilient and responsive to change in a fast-paced environment. - Ability to maintain confidentiality and handle sensitive information with discretion, including working with security-sensitive information where required.
Education	
Other	Willingness to travel nationally and internationally, including between partner institutions, as required.
Key Behaviours	
One University: A 'One University' approach, whereby we break down silos and work collaboratively towards furthering the University's strategic goals, vision and values. Freedom of Speech and Academic Freedom: Support the University's commitment to securing and actively promoting the importance of free speech and academic freedom within our community. Service Excellence: Committed to prioritising service excellence and high performance to deliver great people-centred experiences. Agility: Demonstrate a commitment to agility and continuous improvement by embracing change, championing innovation, and being flexible and forward thinking to adapt. Sustainability: A sustainable approach that safeguards the University of the future by championing environmental practices, advancing digital capability, and supporting financial stability and philanthropic initiatives. Inclusion: Support the University's ambition to create an inclusive place to work where every person matters, demonstrating a commitment to non-discriminatory conduct and respect for others, and fostering a University where people feel deeply connected to each other, to Manchester, and to the wider	

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world.

Social Responsibility: Promote and champion the University's social responsibility ambitions to advance social inclusion, prosperous communities, better health, and cultural engagement.