



# Research Engagement Co-ordinator

**Grade and salary:** Grade 6, £33,951 – £38,784 pa

**Working hours:** Full time

**Tenure:** Fixed term for 6 months

**Location:** Hybrid working, Liverpool campus

**Faculty:** Libraries, Museums and Galleries

**Recruiting department contact:** Email: [stephen.welsh@liverpool.ac.uk](mailto:stephen.welsh@liverpool.ac.uk)

**Job ref:** 117993

## The Role

### Role overview and University context:

UoL Libraries, Museums and Galleries (LMG) is delivering its Liverpool 2031 strategy, reshaping how we work and placing meaningful partnership-building at the heart of our mission. *Voyager at 50* represents a significant step in that transformation, strengthening strategic relationships and deepening engagement with priority audiences through heritage, creativity and research.

The project focuses on engaging young people aged 18–25, using the anniversary of the Voyager mission as a catalyst to explore LMG's science fiction and wider collections through the themes of communication, identity and representation. It provides an opportunity to test new approaches, expand partnerships and develop a stronger understanding of how to connect with young people beyond the University community.

At the heart of the project is an exhibition and engagement programme inspired by the Voyager mission and LMG's science fiction collections, to be presented at the Victoria Gallery & Museum. The exhibition will be complemented by a broader public engagement programme, including musical performances, film screenings, workshops and talks, extending the project's reach and impact.

Working closely with the Head of Exhibitions and Public Programming, you will provide operational leadership for the research and public engagement strand of the project, by creating a research engagement programme aligned to university strategic objectives. You will be responsible for developing and managing relationships with academic colleagues, research centres and external cultural partners, ensuring the programme delivers measurable impact, supports knowledge exchange and contributes to institutional priorities. The role requires significant autonomy, professional judgement and responsibility for project planning, evaluation, risk management, stakeholder engagement and successful delivery of outcomes.

You will help ensure that researchers play an active role in shaping the project, contributing to a collaborative, inclusive and impactful exhibition and public programme that reflects LMG's commitment to meaningful engagement.

### Key responsibilities and duties:

- Lead the development and delivery of the research engagement strategy for the project, coordinating academic involvement whilst exercising independent judgement over priorities, delivery plans, stakeholder engagement and programme development.
- Develop and manage project plans, risk registers, evaluation frameworks and performance reporting mechanisms, ensuring objectives, milestones and impact measures are achieved.

- Lead and manage the project within defined budgets, ensuring effective allocation of resources, delivery against agreed objectives and timelines and appropriate financial oversight.
- Establish and manage productive relationships with LMG staff, researchers, research centres, cultural organisations and community partners, acting as a principal point of contact for the project.
- Report to the Head of Exhibitions and Public Programmes, providing regular updates on progress, risk and key developments.
- Ensure project work aligns with wider LMG cultural and public engagement activity, maintaining strong communication with colleagues across campus.
- Maintain high standards across all project processes, supporting LMG's reputation for collaborative, inclusive and well managed cultural projects.
- Support the development and implementation of access and inclusion approaches across the project, ensuring activity is welcoming and relevant to diverse groups of people.
- Work to maximise outcomes from project activity, contributing to access and participation goals, public engagement with research, and the wider student and community experience.
- Undertake any other duties commensurate with the grade of the post.

**In addition to the above, all University of Liverpool staff are required to:**

- Adhere to all University policies and procedures, completing all obligatory training and induction modules, including Equality & Diversity and Health & Safety.
- Support the University's vision to drive forward environmental and social equity through delivery of our [Sustainability Strategy](#) and associated action plans.
- Demonstrate customer service excellence and continuous improvement in engaging with all stakeholders.
- Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- Participate in the University's Professional Development Review scheme and take a proactive approach to own professional development.
- Embody and uphold the University's Vision and Values.
- Demonstrate flexibility in on-campus-presence to enable participation in business-critical activities, including reasonable participation in such things as: open days, invigilation, welcome week activities, confirmation and clearing and financial year-end activities.

## About you

### Experience

#### Essential

1. Coordinating multi-partner cultural and research engagement projects, managing timelines, workflows, and deliverables to ensure successful outcomes.
2. Building and sustaining effective partnerships with external organisations, particularly across the cultural, heritage and higher education sectors.
3. Monitoring, evaluating, and reporting on project activity to measure impact and support continuous improvement.
4. Supporting and overseeing the development of public-facing cultural and research engagement programmes, ensuring high-quality experiences and outcomes.

#### Desirable

1. Working on research-focused or science communication projects, particularly those engaging underrepresented or marginalised communities.
2. Working within museums, galleries, libraries, or higher education settings, with an understanding of sector standards and participatory approaches.
3. Managing accessibility requirements across project planning to ensure they are considered and addressed at each stage.

### Education, qualifications and training

#### Essential

1. Degree-level qualification (or equivalent experience) in a relevant field, such as arts and humanities, social sciences, cultural heritage, project management, or community engagement.
2. Evidence of continuing professional development in areas such as partnership working, youth engagement, science communication, or cultural sector practice.

#### Desirable

1. Contributing to sector networks and professional communities through activities such as presenting at events, sharing best practice, and participating in working groups.
2. Training in a relevant area, such as museums and heritage, community engagement, cultural policy, or project management.
3. Membership of a relevant professional body.

## Skills, general and specialist Knowledge

### Essential

1. Strong project coordination and organisational skills, managing timelines, workflows and partner inputs.
2. Excellent communication and relationship-building skills, working confidently with diverse partners and young people.
3. Knowledge of audience engagement approaches, including inclusive and ethical practice.

### Desirable

1. Knowledge of the cultural, heritage, or science engagement landscape in Liverpool and the wider North West, including an understanding of local networks, communities, and partnership opportunities.
2. Skills in facilitating collaborative and participatory processes, particularly when working with young adults and academic partners.
3. Experience of using digital project management and collaboration tools to support effective communication, coordination, and workflow across partner organisations.
4. Knowledge of relevant sector standards, accessibility frameworks, and approaches to public engagement.

## Personal attributes

### Essential

1. Highly organised, with the ability to manage multiple priorities and keep complex projects on track.
2. Collaborative and relationship-focused, with the confidence to work effectively with partners, colleagues, and young people.
3. Adaptable and resilient, responding positively to changing priorities, project needs, and timelines.
4. Proactive and solution-focused, taking initiative to resolve challenges and maintain project momentum.

### Desirable

1. Creative and open-minded, bringing fresh ideas and perspectives to collaborative and audience-focused cultural projects.
2. Curious and reflective, with a commitment to learning from partners, young people and emerging sector practice.

3. Diplomatic and considerate, able to navigate differing perspectives and build positive, productive relationships.
4. Comfortable working in evolving, experimental, or innovative environments, particularly where project direction emerges through collaboration.

## About us

Established in 1881, we are an internationally renowned Russell Group university recognised for our high-quality teaching and research. We are consistently ranked as one of the best universities both nationally and globally, and the majority of our research is rated world leading or internationally excellent. [Find out more about us.](#)

## Why Work Here

We recognise, appreciate and celebrate the incredible work our staff do every day. As well as generous terms and conditions, we offer a range of enviable benefits and provide support for colleague's wellbeing and development. Discover more [about working here.](#)

## Moving from abroad

As a global institute, we welcome applicants from all nationalities, moving from a different country can be challenging and we would like to help as much as we can, we have put together some information on eligibility to work documentation, accommodation, schools, healthcare, life in Liverpool and the UK as well as other practical information. Discover more about [moving from abroad.](#)

## Our Staff

Whether it be their friendly colleagues, supportive managers or our outstanding facilities, our staff can explain better than anyone what it is like to work for us and why they enjoy their role. See what our [colleagues have to say.](#)

## How to Apply

### Application process

Our e-recruitment system enables you to register for an online account, where you can view, copy and edit your applications. Set up your account on our [Vacancies Portal.](#)

Once you submit your application you will receive an automatic email acknowledgment. You can view your application at any time by clicking into the application history section of your account.

The recruiting department will endeavour to respond to each application. However, if you have not heard within six weeks of the closing date, please take it that your application has not been successful on this occasion.

## **Job description**

After the closing date this job description will be removed from our website. Should you wish to refer to this information at a later date please ensure you save a copy of this document.

## **Right to work**

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment will be conditional upon you gaining it. If the role is based outside the UK, you will need to demonstrate your right to work for the country in which you are to be based.

## **Disabilities and alternative formats**

If you have any other requirements which will help you access the application or interview process or employment opportunities at the University, or if you require copies documentation in alternative formats, please email: [jobs@liverpool.ac.uk](mailto:jobs@liverpool.ac.uk) or telephone 0151 794 6771.

