ROLE PROFILE

Job Title:	Research Officer – Catchment Dialogues
Grade:	G5
School/Division:	School of Global Studies (Department of Geography and International Development)
Location:	University of Sussex, Brighton, with some travel to the Upper Medway area
Responsible to:	Project Lead (Dr Lucila Newell)
Direct reports:	n/a
Key contacts:	Project Co-Leads, project team members (academics, artists and community partners), Friends of the River Medway, workshop participants and catchment stakeholders, and School professional services colleagues (research support, finance and communications)

Role description:

Working as part of a small, multidisciplinary research team, to coordinate the logistics, communications and administration of Catchment Dialogues. This is a project funded by the Arts and Humanities Research Council and led by the University of Sussex with Friends of the River Medway. It brings together people and organisations across the Upper River Medway catchment to build a shared understanding of the river and plan action for its regeneration.

To act as a key point of contact between the project team, partner organisations and participants.

PRINCIPAL ACCOUNTABILITIES

- Coordinate the logistics of project meetings, workshops and in-person gatherings.
- Lead the project's communications, including social media and public-facing materials.
- Provide administrative support to keep the project on track, maintaining timelines, records and shared files.

- Develop and maintain effective relationships with partners, participants and colleagues.

KEY RESPONSIBILITIES

- Coordinating logistics for team meetings, workshops and in-person gatherings, including booking venues, arranging travel and preparing materials.
- Maintaining project timelines and schedules and flagging key dates and deadlines to the team.
- Supporting the recruitment and coordination of workshop participants and stakeholders, acting as their first point of contact.
- Drafting and coordinating communications with participants, stakeholders and partner organisations.
- Writing project updates, newsletters and public-facing materials for the web and other channels.
- Running the project's social media accounts and creating content that reflects the project's aims and values.
- Keeping project files and documentation organised and accessible, using shared drives and calendars.
- Taking and circulating notes and actions from team meetings and following up on actions.
- Maintaining project records in line with data protection legislation and University research data policies.
- Liaising with School professional services on bookings, purchasing and expenses, following University procedures.
- Providing general administrative support to the Project Lead and wider team.
- Carrying out any other duties within the employee's skills and abilities whenever reasonably instructed.

Dimensions

- This role does not have any budget responsibility.
- This role does not have any line management responsibility.
- This role does not have any responsibilities for equipment or premises.

- The post holder reports to the Project Lead. They are given clearly agreed responsibilities in specific areas. Their line manager agrees daily, weekly and monthly tasks and duties in order to achieve their agreed objectives and support the delivery of the project's and the University's goals. The post holder may be expected to work collaboratively across the University and with external partners to support the achievement of those goals and objectives.

- Support the School's compliance with all applicable statutory and regulatory compliance obligations. These include (but are not limited to) UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance on those compliance matters in respect of students, staff and other relevant parties.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Good secondary education as a minimum.

2. Effective planning and organisational skills, with the ability to manage several tasks at once.

3. Well-developed interpersonal skills with the ability to quickly build rapport.

4. Effective oral and written communication skills to work with colleagues, partners and members of the public.

5. Ability to work flexibly within a small team and on own initiative.

6. Ability to assess problems effectively and suggest solutions for minor impact decisions autonomously.

7. Competent IT skills to manage own workload effectively, including MS Office.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Experience of organising events, workshops or projects.

2. Excellent written communication skills, including creating public-facing content.

3. Experience of running social media accounts, including Instagram, LinkedIn and Facebook, for a project, campaign or organisation.

4. Confidence using digital collaboration tools such as Google Drive, shared calendars and messaging platforms.

5. A calm, adaptable approach to changing timelines and to working in a multidisciplinary team.

6. An interest in research, participatory practice, environmental issues and/or the arts.

DESIRABLE CRITERIA

1. Experience of community engagement.

2. Experience of working in a university or research project.

3. An interest in rivers and ecology.