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## Job description and selection criteria

Job title	AHRC Graduate Project Coordinator
Division	Humanities Division
Grade and salary	Grade 4.6: £25,941 <i>pro rata</i> (currently equivalent to £13.67 per hour)
Duration	Fixed-term until 31 <sup>st</sup> July 2021
Hours	Variable hours. Expected pattern of work: 10 hours per week in weeks 0-9; 4 hours per week during vacations

## Job description

### Overview of the role

The Humanities Division seeks to recruit one Graduate Project Coordinator to develop and implement a range of student-led initiatives for postgraduate students and postdoctoral researchers across a range of Humanities subjects. This role is funded through the AHRC's Cohort Development Fund of Oxford's AHRC Doctoral Training Partnership.

Alongside another Graduate Project Coordinator, you will be responsible for developing and implementing three flagship initiatives throughout the academic year:

- The AHRC-TORCH Graduate Fund
- The Student Peer Review College
- The AHRC-TORCH Public Engagement with Research Online Course

This role offers an excellent opportunity to develop your professional profile and build a large network of contacts across and beyond Oxford.

### Team organisational structure and reporting

You will report to the Humanities Researcher Development and Training Manager. You will also work closely with key staff members of the Divisional Finance Team and The Oxford Research Centre in the Humanities (TORCH).

## **Responsibilities/duties**

The postholder will:

- Plan and deliver the above initiatives, in particular:
  - Schedule and deliver key milestones for the Graduate Fund and Student Peer Review College, including promotion and advertising, recruitment of participants, review of applications, and informing applicants of outcomes
  - Design and deliver an online course on public engagement with research, utilising all digital tools available e.g. Canvas, Panopto, audio and video recordings
  - Ensure the online course curriculum is comprehensive and pedagogically effective, with clear learning design principles
  - Design and implement the roll-out of the online course, including a pilot phase, beta testing, evaluation and refinement.
  - Manage applications and participation, including receiving and processing applications, managing invite lists, responses and waiting lists
  - Manage communications around the three key student-led initiatives, including designing a communications plan, communicating with all relevant internal and external stakeholders via electronic and print means, and ensuring a continued online presence via the TORCH website and social media (including the TORCH and Graduate Projects twitter accounts)
  - Manage resources, budgets and finances, ensuring appropriate financial procedures are followed, accurate financial records are maintained, and payments are made
- Prepare and deliver training, guidance and resources to all prospective applicants and participants, including grant-writing training for the Graduate Fund and training in peer review technique for the Student Peer Review College in GF and SPRC
- Use initiative and problem solving to ensure the successful delivery of a number of initiatives with often overlapping timescales and deadlines
- Work independently and with minimal supervision, determining when it is appropriate to take strategic decisions and when consultation with the wider team is necessary
- Manage correspondence with internal and external stakeholders, responding efficiently and accurately to queries and communications
- Ensure the continuation of, and appropriate development of, robust end-to-end procedures for all initiatives, including ensuring evaluation of all initiatives takes place, making recommendations for future implementation, and keeping accurate records
- Write and present relevant reports on the year's activities for key stakeholders, including the Arts and Humanities Research Council, TORCH and Humanities Graduate Studies Committee

## **Selection criteria**

## Essential

- Good general education and demonstrable enthusiasm for, or interest in, Humanities research
- A proven ability to work independently, to take initiative, to anticipate and plan, and to manage and prioritise own workload
- Strong organisational skills to meet several often overlapping deadlines and timescales
- Excellent interpersonal skills, with a proven ability to communicate with internal and external stakeholders at all levels
- A proactive and flexible approach to work
- Proven ability to work collaboratively in a small team
- Experience of creating and implementing a communications plan, to include a range of media such as posters, flyers, web content and social media

## Desirable

- Current or previous experience of research in a humanities discipline
- Experience of managing a budget
- Experience of qualitative data analysis and report-writing

## How to apply

Please submit a CV and cover letter to [caroline.thurston@humanities.ox.ac.uk](mailto:caroline.thurston@humanities.ox.ac.uk) by midnight on **Sunday 18<sup>th</sup> October 2020**. Each document should be no longer than two pages and should be submitted as a .doc or .pdf file.

The cover letter should explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants). Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Shortlisting will take place in the week commencing Monday 19<sup>th</sup> October. Interviews will take place via MS Teams in the afternoon (2-5pm GMT) of Tuesday 27<sup>th</sup> October.

## Important information for candidates

### Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: [www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/). The

University's Policy on Data Protection is available at:  
[www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/).

## **The University's policy on retirement**

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69<sup>th</sup> birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at:  
[www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/).

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: [www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/).

There is no normal or fixed age at which staff in posts at **grades 1–7** have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

## **Equality of Opportunity**

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.