## ROLE PROFILE

**Job Title:** Administrator (Web and Communications)

**School/Department:** School of English

**Job Family and Level:** Administrative, Professional and Managerial Level 2

**Contract Status:** Permanent

**Hours of Work:** Full time, 36.25 hours per week (8.30 am to 4.45 pm, Monday to Friday)

**Location:** School of English, Trent Building, University Park Campus

**Reporting to:** Senior Administrator (Web and Communications), on a day to day basis with overall line management responsibility to Mari Hughes, Operations Manager

### Purpose of the role:

Working primarily with the Senior Administrator (Web and Communications), the role holder will have a central role as part of the school operations team to provide essential administrative support in web, marketing and admin to support all activities of the school.

<table>
<thead>
<tr>
<th>Main Responsibilities</th>
<th>% time per year</th>
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<tr>
<td><strong>1. Web</strong></td>
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<tr>
<td>- Create news stories and event listings for the school website</td>
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<td>- Update any school webpages as required (in particular: PGR Symposium page, MA Dissertation Preparation Day page)</td>
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<td>- Create conference and research webpages as required</td>
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<td>- Manage the Words on Words blog: contact students for submissions (including images where possible), edit and proof the student copy, then publish on the live blog</td>
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<td>- Update e-Staff profile information for staff</td>
<td>35%</td>
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<td><strong>2. Communication and Social Media</strong></td>
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<td>- Design posters, leaflets and displays for school events, in accordance with the brand guidelines</td>
<td>30%</td>
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<td>- Update displays for Offer Holder Days</td>
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<td>- Liaise with the Senior Administrator (Web and Communications) on the brand guidelines, ensuring the school’s materials are up to date</td>
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<td>- Create (where necessary) and add provided slides to Xibo, ensuring they are on brand</td>
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<td>- Support events by taking photographs (ensuring relevant permissions forms are completed and securely stored), filming and editing</td>
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<td>- Update the shared communications spreadsheet to manage student communications</td>
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<td>- Manage the school Twitter and Facebook accounts, writing and scheduling posts. Cover the school Instagram account as necessary.</td>
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<td>- Develop publicity for internal events and projects (for example, the PG seminar series) across UG, PG and research</td>
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<td>- Record talks as and when necessary</td>
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<td>- Support at open days where necessary</td>
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3. Email
   - Create and send the school e-newsletter via Sway, running past the Senior Administrator (Web and Communications). Monitor the open rate
   - Create and send the PGR e-newsletter via Sway, running past the Senior Administrator (Web and Communications)
   - Circulation of non-Student Services emails to students in all year groups, cc’ing in staff as appropriate
   - Manage the ‘AE-English-Comms’ inbox

4. Other responsibilities
   - Print champion
   - Act as a school fire officer
   - Sharing reception duties and answering the main telephone for the school
   - Any other duties as appropriate to the grade and role

Knowledge, Skills, Qualifications & Experience

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<tr>
<th>Qualifications/Education</th>
<th>Essential</th>
<th>Desirable</th>
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<td></td>
<td>Educated to NVQ 2-3, City &amp; Guild. A level (or equivalent) plus some experience in a relevant role or considerable work experience in a relevant role. GCSE in Maths and English at grade C (or 4) or above.</td>
<td>Experience using a Content Management System (CMS)</td>
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<tr>
<th>Skills/Training</th>
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<th>Desirable</th>
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<td></td>
<td>Excellent oral and written communication skills including copywriting and proof reading experience</td>
<td>Familiarity with the University’s brand guidelines</td>
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<td>Good attention to detail and accuracy in all aspects of work</td>
<td>Proven experience of running a social media campaign in a professional environment and marketing to a Gen Z audience.</td>
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<td>Filming, photography and video and image editing skills</td>
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<td>Knowledge of social media (Facebook, Twitter, Instagram)</td>
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<td>Proven web-editing skills</td>
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<td>Evidence of design and presentation skills</td>
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<td>Experience of planning own work activities in response to differing priorities and meeting deadlines</td>
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<td>Excellent IT skills including Word, Excel and PowerPoint, Outlook email</td>
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<td>Ability to learn new skills, particularly in the area of IT</td>
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<td>Experience of working with the minimum of supervision</td>
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<td>Initiative, responsibility and self-motivation, and a professional attitude</td>
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The post holder will join a School Management and Operations Team with the following members of staff:

Operations Manager
Mari Hughes

Assistant Operations Manager
Rebecca Peck

Senior Administrator (Operations)
Harriet Lander

Senior Administrator (Research)
Sarah Nolan

Senior Administrator and Exec Asst to Head of School
Jane Schofield

Senior Administrator (Web and Communications)
Rebecca Weaver

Senior Administrator (Web-based Learning)
Claire Humphries

Administrator (Web-based Learning)
Chris Woolston

Administrator (Web and Communications)
Vacancy

Administrator (Operations)
Vacancy

For further details about the School please go to: http://www.nottingham.ac.uk/english

For further information about this post please contact Mari Hughes (email mari.hughes@nottingham.ac.uk).
Please note that applications sent directly to this email address will not be accepted.

The School of English

The School is organised internally across four sections, covering Modern Literature, Medieval Language and Literature, Drama and Creative Writing, and English Language and Applied Linguistics. Our undergraduate degrees are taught across these areas, ensuring that all Nottingham students have the opportunity for the widest possible education in English language, linguistics, literature and culture. This broad, rich coverage has been a hallmark of the School since the 1940s and is a strong characteristic of the teaching ethos today.

The School of English was one of the first departments to be established when the University was formally opened in 1881 and is located on the ground floor of the Trent Building, University Park Campus. The Schools of English in Ningbo and in Malaysia are an integral part of the University's English provision, with many specific courses in common and a 2+2 degree between Nottingham and China.

We have a first-rate, international reputation for outstanding teaching and research, as demonstrated by our School's current UK and world rankings:

- 11th for English and 6th for Creative Writing in The Times and Sunday Times Good University Guide 2019
- 7th for English Literature in The Telegraph's top 10 UK universities
- **13th for English and 8th for Creative Writing in The Complete University Guide 2020**
- 9th in the UK for 'research power' (REF 2014)
- 49th for English Language and Literature in the QS World University Rankings 2019

At present, there are currently 57 academic staff in the School, 8 Teaching Associates and 7 members of research staff. We offer both Single and Joint Honours courses at BA level, a range of taught postgraduate Masters courses (many through web-based Distance Learning) and research supervision in all areas. We have approximately 950 undergraduate students, 70 undertaking on-site Masters programmes and 200 on distance learning Masters. There are approximately 90 full- and part-time research students working towards the higher degrees of PhD within a range of topics, with most full-time members of staff engaged in postgraduate supervision. These are students on our Nottingham campus. The School also has Schools of English at The University of Nottingham campus in Ningbo, China (UNNC) and at the University of Nottingham campus in Malaysia (UNMC).

Teaching in the School

**Undergraduate teaching**

- English Language and Applied Linguistics
- Medieval Studies (including the history of the language)
- Literature from 1500 to the present day (including literary theory)
- Drama and Performance
- Creative Writing
The curriculum emphasises a wide range of disciplines within the general areas of English, in which Year 1 operates as a foundation year introducing the students to these disciplines, while in Years 2 and 3 students progressively select a range of specialist modules.

Masters Programmes
The School offers a number of specialist taught Masters programmes including Applied Linguistics, Applied Linguistics and English Language Teaching; Literary Linguistics; Viking and Anglo-Saxon Studies; English Literature; and Creative Writing. In addition, the MA in English Studies allows students to combine modules from different areas, particularly language, literature and medieval studies. We also have a joint Masters programmes with the Nottingham University Business School, the MA in Communication and Entrepreneurship.

Web-based distance-learning
Over the last few years, the School has invested in the development of web-based e-learning materials, a pioneering move led by staff in the English Language and Applied Linguistics section and now involving all areas of the School. We currently offer several of our Masters courses as web materials (MAs in Applied Linguistics, Applied Linguistics and English Language Teaching, English Studies, Health Communication, Modern English Language, Literary Linguistics and Professional Communication), and we currently have over 200 distance students based in over 40 countries across the globe.

The School has recently received a significant investment by the University to re-imagine university teaching for the mid-21st century through an innovative distance-learning project to draw on the latest learning technologies and design courses that put the student’s individual experience and requirements at the core of the programme, with material and guidance customised around them. This Applied English project will initially run alongside our current distance learning courses, but the aim is to integrate the two as the project develops.

Research in the School
The following research groupings in the School form a focus for lectures, conferences, seminars, grant applications and other collaborative activities:

Centre for Research in Applied Linguistics (CRAL) is an interdepartmental research unit comprised of scholars from the School of English, Computer Science, Mathematics, Psychology, and Education. The School also houses two of the largest corpora of spoken English and spoken business English in the world, both funded in co-operation with Cambridge University. Academic and research staff from the School form part of a recently established professional communication research cluster and business unit, Linguistic Profiling for Professionals (LiPP), based in CRAL to provide bespoke consultancy and training.

Centre for Regional Literature and Culture (CRLC) involves a series of fresh initiatives relating to regional cultures at both local (i.e. East Midlands) and national levels. The Centre encompasses work on Byron, Southey, the interdisciplinary Landscape, Space, Place Research Group, and the D. H. Lawrence Research Centre.

Centre for the Study of the Viking Age (CSVA) fosters, develops and coordinates research into all aspects of the Viking Age, with special emphasis on Scandinavian contacts with the British Isles, and on literary and linguistic sources for the period.

Institute for Name-Studies (INS) was established in September 2002 as an umbrella for the various research activities of the English Place-Name Survey (founded 1923) and the Centre for English Name-Studies (established 1992). The Institute for Name-Studies houses the library and research resources of the English Place-Name Society.

The School has been successful in attracting substantial funding from The Leverhulme Trust, the AHRC, the British Academy, ESRC, EPSRC, the Wellcome Institute, JISC and other external bodies. The University has a number of internal research funding schemes and support for both internal and external funding applications is provided by the University’s Centre for Advanced Studies (CAS).

Careers and Employability
The School of English was awarded a prestigious Teaching Development Grant by the Higher Education Academy for our project, ‘Embedding Employability in English: work related learning in the creative industries’, to address two key challenges:
• How we can create opportunities for our students to develop vocational skills and experience work-related learning in the context of the particular skills and knowledges being developed through their subject-based study of English
• How we can ensure that such work-related activity is appropriately framed and supported to ensure ‘learning’ takes place, particularly as the numbers of students involved increases.

The School now had a dedicated Placements and Employability Administrator to support our work to develop placements, volunteering and employability opportunities for all students. The School’s volunteering programme includes the Literacy Support Project and the Viking and Anglo Saxons for Schools projects working with local secondary and primary schools.

The City of Nottingham
Nottingham is an attractive, vibrant and prosperous city, one of the UK’s leading retail centres and has a huge variety of restaurants, bars and nightclubs which attract people from all over the UK. Culturally, it has good theatres, an arena which attracts both national and international performers and a range of historical interests relating to subjects such as the lace industry, Lord Byron and D.H. Lawrence. Nottingham is also known for sport, being the home of Trent Bridge Cricket Ground, Nottingham Forest and Notts County Football Clubs, the National Water Sports Centre and the Nottingham Tennis Centre. There is excellent public transport with buses and a new tram service, a good network of roads with easy access to the M1 and the A1, a fast frequent rail service to London and other major cities. Nottingham East Midlands Airport is eighteen miles away.

The city is set within a county of outstanding natural beauty which includes Sherwood Forest, Wollaton Park, lively market towns and wonderful historic buildings, and is close to the southern Peak District. Housing is relatively inexpensive by UK standards and, in addition to the two Universities, there are excellent local schools and colleges.

To find out more about Nottingham, please use the following links:
Nottingham County Council – Tourism http://www.experiencenottinghamshire.com/
University of Nottingham http://www.nottingham.ac.uk
My Nottingham (information on schools, term dates, school transport etc.): http://www.nottinghamcity.gov.uk

The University and the Faculty
The University of Nottingham has award-winning campuses in the United Kingdom, China and Malaysia and hosts a truly global academic community in all three countries. The University was placed 82nd in the world (2019 QS World University Rankings) and placed 8th in the UK for research power (REF2014). The University has also been recognised as delivering Gold standard in the Teaching and Excellence Framework (TEF).

The Faculty of Arts is a large and diverse Faculty encompassing the School of Cultures, Languages and Area Studies (CLAS), School of English, and School of Humanities. The Faculty is home to associated Centres and Institutes, and the lead member of the Midlands4Cities AHRC Doctoral Training Partnership. We are spread across both the University of Nottingham Ningbo China and the University of Nottingham Malaysia Campus.

The research carried out through the Faculty is of the highest standard: in REF2014 more than 97% of research was of international quality, with 72% graded as ‘world-leading’ or ‘internationally excellent’ and five of the 11 units submitted were in the top 10 by research power.

We place a high value on research-led teaching and are committed to excellence in education and student experience.

For further information about the University, see:
http://www.nottingham.ac.uk

For campus maps and other information, see:
http://www.nottingham.ac.uk/about/campuses/maps.php

September 2019