



Job title	Public Engagement Project Manager	Job family and level	Administrative, Professional and Managerial Level 4
School/ Department	External Relations	Location	University Park Campus

Purpose of role

You will be working within the Institute for Policy and Engagement to support delivery of an ambitious programme of public engagement activity, reaching diverse audiences and responding to the needs of communities. You will provide support to our researchers, providing training, sharing opportunities and giving advice to allow them to create opportunities for meaningful engagement with their research. You will support the Head of Public Programmes to map and record activity across the Institute, informing formal reporting and evaluation.

The institute for Policy and Engagement was established in 2018 to support the exchange of knowledge and ideas to enrich policy making, inspire people, support communities, transform lives and shape the future.

The Institute operates across all three of our campuses. Because the Institute is relatively small and serves the whole University there will be a premium on being able to work flexibly and supporting other team members, and on developing excellent personal relationships across the University and with external partners.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Work in partnership with internal and external stakeholders to deliver an ambitious programme of public engagement events, workshops and festivals. Manage a portfolio that represents research activity across all five academic faculties, take responsibility for promotion, logistics and evaluation. Contribute to the design and delivery of community consultation exercises with users and non-users.	25%
2	Responsible for the creation and maintenance of online training resources/toolkits covering various elements of public engagement. Support training programmes run by other departments, in particular the offer produced by the Researcher Academy. Work with the Head of Public Programmes and faculty knowledge exchange teams to co-design and deliver elements of the impact leaders programme, as well as delivering separate, subject specific symposiums aimed at staff and partners.	20%
3	Contribute to innovative public engagement initiatives that link to the Institute's strategy. Pilot new ways of engaging communities with research and advancing the university's civic agenda.	20%

	<p>Lead on the Institute’s public engagement communication activities by</p> <ul style="list-style-type: none"> ▪ managing social media campaigns ▪ developing our website and blog ▪ contributing to the production of regular external and internal bulletins ▪ managing the Public Engagement network Teams site and mailing list ▪ creating digital assets such as short videos and podcasts ▪ leading on public engagement awards for staff ▪ maintaining the public engagement SharePoint pages 	20%
4	Conduct scoping studies and data capture exercises to create an accurate record of public engagement activity. Create systems for storing and analysing information and contribute to formal internal and external reporting (such as KEF Public and Community Engagement Narrative).	10%
5	Attend conferences and seminars as necessary to ensure the Institute is kept informed of new initiatives and opportunities– both internal and external.	5%
6	Any other duties appropriate to the grade and role	

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Understanding of diverse methods and approaches to impactful engagement with the public ▪ Excellent digital skills, in particular an understanding of social media ▪ Excellent attention to detail and ability to produce high-quality work and reports ▪ Presentational flair, with an ability to effectively sum up complex issues across written, spoken and visual formats in a cogent, yet compelling manner ▪ A willingness to take ownership of complex tasks and bring them to completion ▪ Able to build effective working relationships and liaise with peer group, management and key stakeholders 	<ul style="list-style-type: none"> ▪ Understanding of higher education policy
Knowledge and experience	<ul style="list-style-type: none"> ▪ Experience of working in public engagement ▪ Experience of working with diverse communities ▪ Events management experience – both face to face and digital ▪ Experience of a fast paced, high-pressure office environment 	<ul style="list-style-type: none"> ▪ Experience of science communication ▪ Experience of working in a higher-education/education/research focused organisation
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Degree level education, or equivalent, along with experience in a similar role OR ▪ Proven track record of extensive relevant work experience. 	<ul style="list-style-type: none"> ▪ Project management
Statutory, legal or special requirements	<ul style="list-style-type: none"> ▪ Working knowledge of Freedom of Information and Data Protection issues 	



Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
- Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
- Forward thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
- Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others

