



<b>Job title</b>	British Academy ECR Network Coordinator	<b>Job family and level</b>	Administrative, Professional and Managerial Level 4
<b>School/ Department</b>	Researcher Academy	<b>Location</b>	Highfield House (University Park)

## Purpose of role

The British Academy's Early Career Researcher Network (BA ECRN) was launched in Autumn 2021 in partnership with the Wolfson Foundation, which supported the pilot phase over an initial two years. Following the successful pilot, the Network will now continue for a further three years through to Autumn 2027. The BA ECRN is an inclusive, researcher-led membership body accessible to all UK-based early career researchers (ECRs) working in the humanities and social sciences – regardless of their funding source or background. The BA ECRN's objectives include:

- Creating an environment where ECRs can strengthen their skills and professional networks to compete effectively in the job market.
- Being responsive to the needs and interests of ECRs, ensuring that these inform our activities and the opportunities we offer.
- Supporting individual ECRs to realise their potential by providing opportunities that they do not currently have access to.
- Contributing to equality of opportunity for ECRs through encouraging diversity and inclusivity.
- Developing networks to nurture and facilitate greater engagement between and across ECRs and the wider research community, regionally and nationally.
- Drawing on the British Academy's unique ability to convene and nurture intersectoral collaboration to create unique opportunities for ECRs.
- Enabling the British Academy to support a greater number of ECRs in their career ambitions through skills development, networking opportunities, workshops and events.

The University of Nottingham is the lead delivery partner for the next phase of the BA ECRN Midlands and Mid-Wales Cluster, working together with University of Lincoln and Coventry University. The post holder will lead on the design, management, delivery, and evaluation of the BA ECRN Midlands and Mid-Wales Cluster, supporting us in our ambitions to continue our national leadership in early career development support across the Arts and Social Sciences disciplines, reaching beyond our respective institutions to influence the national and international landscape of early career researcher development support.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<b>BAECRN Midlands and Mid-Wales Cluster activities and events coordination and delivery</b> <ul style="list-style-type: none"> <li>▪ Manage and plan a programme of development opportunities in collaboration with the Midlands and Mid-Wales Cluster partner institutions and Network Members (ECRs), underpinned by national researcher development frameworks and best practice, and by the Concordat.</li> <li>▪ Work with, and support, BA ECRN Members (ECRs) to contribute to the Midlands and Mid-Wales Cluster programme, by encouraging participation in direction setting, involvement in Network initiatives, and the design and delivery of ECR-led activities.</li> <li>▪ Collaborate with the regional BA ECRN Regional Officer to produce and implement project plans: identifying opportunities, success measures and delivery milestones as appropriate.</li> <li>▪ Liaise with the British Academy and the other ECRN Clusters to raise awareness of and engagement with Midlands and Mid-Wales Cluster activities, and to share best practice between regions.</li> <li>▪ Manage the Cluster budget and ensure accurate financial record keeping, including timely invoicing in line with institutional and British Academy processes. Work with British Academy ECRN Regional Officer and Team to ensure that seed funding activities progress as planned and scheduled.</li> </ul>	70%
2	<b>Communications</b> <ul style="list-style-type: none"> <li>▪ Acts as the Cluster point of contact for co-delivery partners.</li> <li>▪ Work with the British Academy Early Career Researcher team, delivery partners and relevant communications teams to develop and deliver a communications plan to ensure effective communications with prospective and current BAECRN members across the Midlands and Mid-Wales Cluster.</li> <li>▪ Collate and disseminate professional development opportunities from across the wider Midlands and mid-Wales cluster.</li> <li>▪ Responsible for ensuring the work of the BA ECRN Midlands and Mid-Wales Cluster is represented in relevant institutional and external communications.</li> <li>▪ Manage monitoring and reporting together with the regional BA ECRN Regional Officer to ensure continuous improvement of activities and communications.</li> <li>▪ Organise Cluster consortium partner meetings on a quarterly basis.</li> </ul>	15%
3	<b>Evaluation of activities</b> <ul style="list-style-type: none"> <li>▪ Manage, deliver and implement an evaluation strategy that assesses the success of the Midlands and Mid-Wales Cluster.</li> <li>▪ Produce reports and recommendations for future developments and contributing to the evaluation of the wider UK Network led by the British Academy.</li> </ul>	10%

	<ul style="list-style-type: none"> <li>▪ Manage feedback and evaluation processes for events and activities.</li> <li>▪ Produce reports for institutional Governance committees to help inform the future development of the network.</li> <li>▪ Ensure that the impact of activity is captured in a variety of ways that can inform reporting and communications.</li> </ul>	
4	<p><b>Professional development activities and training</b> Proactively identify, undertake, and share opportunities for ongoing professional development, both for yourself and for colleagues.</p>	5%

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ The ability to build relationships with stakeholders at all levels</li> <li>▪ Excellent time management skills</li> <li>▪ Analytical, organisational and operational planning skills</li> <li>▪ Excellent written and oral communication skills</li> <li>▪ Excellent interpersonal skills</li> <li>▪ Initiative, resourcefulness and problem-solving skills</li> <li>▪ Ability to work across a matrix team environment, supporting colleagues and sharing expertise</li> <li>▪ Excellent IT skills in a range of software packages</li> <li>▪ Flexibility</li> </ul>	<ul style="list-style-type: none"> <li>▪ Good presentation skills</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Experience in the development and delivery of events and professional development activities</li> <li>▪ Experience of managing projects with a range of size and complexity, including the implementation of new processes and procedures</li> <li>▪ Experience in evaluation and reporting on project outcomes</li> <li>▪ Experience of managing communications, including web copywriting and e-newsletters</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working with researchers</li> <li>▪ Experience of working in Higher Education</li> <li>▪ Experience of budget management</li> <li>▪ Experience of recruitment processes, especially assessment centres</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ Relevant Degree or professional qualification, or equivalent, plus some hands-on experience in a similar or related role <b>or</b> proven track record of extensive relevant work experience, demonstrating practical and theoretical knowledge in field</li> </ul>	



The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

## 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

