

**THE UNIVERSITY OF NOTTINGHAM
Recruitment Role Profile Form**

Job Title: Café Connect Project Manager

School/Department: School of Psychology

Salary: £25,769 - £29,847 per annum (pro rata), depending on skills and experience (minimum £28,982 (pro rata) with relevant PhD)

Job Family and Level: Research and Teaching Level 4 Training Grade/Level 4

Contract Status: Fixed-term from 1 September 2016 until 31 August 2017

Hours of Work: Part-time (18 hours per week)

Location: University Park

Reporting to: Ellen Townsend

Purpose of the New Role:

The Project manager will work with the project leads to develop, run and evaluate 'Café Connect' a new model of engaging the public in health-related research.

	Main Responsibilities	% time per year
1.	Develop, implement and evaluate the Café Connect project working with the project leads and stakeholders.	20 %
2.	Oversee the day-to-day running of the project with the project leads including supervision of three interns, liaison with academics and other partners, purchasing for the project, overseeing advertising of café events and leading the Café Connect team on café event days. Ongoing progress/budget monitoring for the project. Keeping records of decisions made and actions from meetings.	50 %
3.	To input and analyse data gathered during the project and assist with writing/design of project materials and reports (including information on the website).	10 %
4.	To engage with the public sensitively on a wide-range of research topics.	10 %
5.	Oversee ethical approvals and ensure these are in place.	5 %
6.	Any other duties relevant to the post	5 %

Knowledge, Skills, Qualifications & Experience

	Essential	Desirable
Qualifications/ Education	<ul style="list-style-type: none"> PhD (or equivalent) or be near completion in a relevant discipline 	<ul style="list-style-type: none"> PhD (or equivalent) in a health-rated topic
Experience	<ul style="list-style-type: none"> Demonstrate enthusiasm about Public Engagement with research Project management experience 	<ul style="list-style-type: none"> Proven experience of Public Engagement with research Proven experience of working with the public
Skills/Training	<ul style="list-style-type: none"> Excellent verbal, written and presentational skills 	<ul style="list-style-type: none"> Proven ability to deal sensitively with the public about research

	<ul style="list-style-type: none"> • Ability to motivate and lead others including stakeholders- the public, academics, industry and third sector • Self-motivation and ability to work independently • Budgeting skills • Successful problem solving • Excellent IT skills • Discretion to handle sensitive and confidential issues 	<ul style="list-style-type: none"> • Proven ability to publish work • Ability to create/design websites and keep up-to-date
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Decision Making

i) taken independently by the role holder

<ul style="list-style-type: none"> • Manage own workload • Implementation of actions and decisions from meetings • Implementation of requests from project leads • Keeping accurate records

ii) taken in collaboration with others

<ul style="list-style-type: none"> • Development, implementation and evaluation of the Café Connect model • Monitoring progress and budgets



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