University of Salford MANCHESTER

Job Description

Role Title:	**Research Network Manager**
Dept:	**Faculty of Social Sciences, Humanities and the Arts for People and the Economy and the Faculty of Science, Engineering and Environment**
Reference:	**MPF4178**
Grade:	**6**
Full or Part time:	**Part time**
Hours:	**14.5**
Reports to:	**Network Joint Chairs**

Overview

This role is to manage the building of a sustainable innovation network on cultures of class. It is currently restricted to until 31/07/2027.

Class is a leading cause of inequality and underrepresentation across Britain. This network recognises diverse cultural expressions as essential for hegemonic relationships between communities, their place attachment and identities. We hope to contribute towards real needs (eg social mobility, class identity, representation, disenfranchisement) by empowering marginalised members of society. The focus on cultures of class aligns with the current university strategy of enriching lives through building prosperity and equity.

The innovation network is envisioned to build a membership that engages in creating impactful research and knowledge exchange. Its main focus, therefore, is to promote and encourage research into social classes of the past and present to inform future decisionmaking processes. Its membership and partner organisations will come from the

arts, humanities and social sciences and include museums, libraries and galleries, stakeholders in academia, politics, industry and members of the public.

The network's key objectives are to empower the creation of outputs on class-related questions and concerns. The network's goal is to connect members through a range of 'Interest Groups' that are open to everyone. Here, specific class-related topics (e.g. social inequality, provision of social housing, history of working-class women, class identity, etc) are discussed, researched and outputs are generated.

Role Purpose

The successful candidate will manage the formation and activities of a diverse range of individuals forming the network and its interest groups. Working in conjunction with the joint chairs of the network the Network Manager will co-ordinate the day to day activities of members of the network, independently identify and write bids to make the network financially sustainable, establish and manage a social media and communications system for members of the network

Principal Duties & Responsibilities

The network manager will be tasked to:

- Play the leading role in establishing and managing a communication system by developing our online presence and building and delivering a social media strategy.
- Manage the growth of the network membership and engagement with partners (internal and external to University of Salford) locally & nationally.
- Manage the relationship between the network and external partners, enhancing the civic reputation of the University.
- Co-ordinate the network's board of advisors ensuring that they are kept up to date on key developments
- Oversea the activities of the network's interest groups helping them to become established and to grow their memberships.
- Organise a launch event, three bid accelerator workshops, and a symposium.
- Develop a system to assist in the collection of impact related data from network and interest group events.
- Oversee the development of funding applications.

- Keep an accurate record of members, interest groups and minutes of meetings, complying with GDPR.

- Maange and build relationships between the university, external stakeholders, and members of the public.

- Liaise with interest group leaders to advise on their scope, events and membership plus strategies for communication with members and activities.

- Produce and disseminate periodic network communications.

- To monitor the Network budget, spending, allocation of funding to interest grouips and income streams

- Work with the co-chairs to ensure that goals relating to network growth, network activities and funding goals are achieved

University of Salford Responsibilities

- Perform any other duties appropriate to the grade as may be required by the Dean of School or nominee;

- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy;

- Engage with the University's commitment to deliver value for money services that optimise the use of resources by maintaining a cost-conscious approach when undertaking all duties and aspects of the role;

- Promote equality and diversity for students and staff and sustain an inclusive and supportive study and work environment in accordance with University policy;

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Person specification follows on next page

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Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D)

Qualifications

1. Possession of an honours degree in a relevant subject (Arts/Humanities) or equivalent qualification (E)

2. Previous successful experience of research project management and administration in a Higher Education research environment (E)

3. Have a postgraduate qualification in a field related to cultures of class (Arts/Humanities) (D)

Background and Experience

4. Experience in administering research projects (or similar complex projects), to ensure tasks occur to schedule and to required standards and deadlines (E)

5. Experience of the design, implementation and ongoing management of appropriate project data gathering (E)

6. Experience in developing and maintaining social media presence of research projects (or similar complex projects) and collection of related impact data (E)

7. Excellent verbal and written communication (E)

Skills and Competencies

8. The skills and competencies required to manage the day to day running of the project, i.e. travel arrangements, manage and liaise with partners to support the delivery of events and outputs etc (E)

9. The skills to establish, actively maintain and manage communication systems for the network membership, interest group leads and board of advisors (E)

10. Excellent IT skills including sound working knowledge of relevant administrative and social media software/tools (e.g. Word, PowerPoint and Outlook, Facebook, Twitter, WordPress) (E)

11. The ability to work autonomously to organise and prioritise own workload and work to deadlines with little supervision, as well as being a co-operative team member (E)

12. The ability to build and sustain effective working relationships with the network membership and a diverse range of stakeholders (E)

13. The skills required to independently manage and report on all administrative aspects of project events and outputs (E)

14. The ability to implement a project communication and dissemination strategy (E)

15. Excellent communication, relationship building and networking skills (E)

16. A willingness to work flexibly to meet the demands of the project, including some flexibility about designated working days (E)

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