

Job Description

Project Coordinator – UCL Centre for Co-production in Health Research

Department: UCL Culture

Grade: 6

Salary: £28,574 to £33,487 per annum, inclusive of London Allowance

Hours: Full time 1.0 FTE (36.5 hours per week) for four months in the first instance

Reports to

Project Manager, UCL Centre for Co-production in Health Research

Context

UCL Culture's Engagement team and colleagues in the UCL School of Life and Medical Sciences are working in collaboration, in line with both the UCL Public Engagement Strategy and School of Life and Medical Sciences PPI frameworks, to develop the UCL Centre for Co-production in Health Research, the first of its kind nationally. The work, funded by the Wellcome Trust Institutional Strategic Support Fund (ISSF3), is developing innovative approaches to involving a diverse range of people in research design and development, particularly voices less often heard from or approached to be involved in research and higher education. The Centre work is closely aligned to the increasing focus of Government, funders, communities and researchers on co-production as a way of addressing current and future health and social care challenges.

Main purpose of the job

- To support the Project Manager in administration, marketing and communications and delivery of the UCL Centre for Co-production in Health Research development work, ensuring that we are always working in a co-produced way and in a timely and efficient manner.

Duties and responsibilities

- Administration of pilot projects phase 2.0 (application collation, documentation of meetings, notifying applicants of outcome, pilot setup)
- General Centre administration (Allies Group meetings, co-creation sessions, researchers and funders round table events)
- Act as liaison with procured contractor(s) to develop the Centre website and resource bank
- Act as liaison with procured contractor(s) in relation to Centre brand and name development
- Map out of all potential funding pots for long-term Centre sustainability and assist with writing of applications for funding
- Support Project Manager with relationship development work (local and national)
- Support Project Manager with event management (preparation and event day) – Centre co-creation sessions, Centre network sessions, Centre launch in 2020
- Support Project Manager with marketing and PR (assist with management of social media accounts, assist with prep of marketing materials, and drafting of press releases)
- Support Project Manager with sharing of information around Centre development with UCL School of Life and Medical Sciences / UCL Hospitals / Biomedical Research Centre structures

This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

The post will be expected to meet UCL's expectations of core behaviours, as outlined in the [UCL Core Behaviours Framework](#).

The post holder will be expected to proactively maintain their own continuing professional development in order to meet the requirements of the role.

The post holder will actively follow UCL policies including Equal Opportunities policies and be expected to give consideration within their role as to how they can actively advance equality of opportunity and good relations between people who share a relevant protected characteristic and people who do not share it.

The post holder will maintain an awareness and observation of Fire and Health & Safety Regulations.

The post holder will carry out their duties in a resource efficient way and actively support [UCL's Sustainability policies and objectives](#) within the remit of their role.

The post holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager or Head of Department/Division.

Person Specification

Criteria	Essential or Desirable	Assessment method (Application/Interview)
Qualifications and knowledge		
Minimum of three A level passes at grade A-C or equivalent	E	A
Comprehensive working knowledge of Microsoft Office applications, including Word, Excel and Outlook	E	A
Skills and abilities		
Excellent team working skills, and the ability to work collaboratively as both part of a multi-disciplinary team and on own initiative	E	A/I
Proven ability to plan, prioritise and manage a varied workload	E	A/I
Excellent oral and written communication skills, with the ability to explain complex information clearly and accurately to a diverse range of stakeholders	E	A/I
Excellent interpersonal, advising and influencing skills, including the ability to deal effectively and appropriately with a variety of colleagues and establish good working relationships with a wide range of people	E	A/I
Ability to develop sustainable relationships with a diverse range of community partners and stakeholder organisations, including public and voluntary sector agencies	E	A/I
Experience		
Experience of utilising co-production or collaborative methods and an openness to change	E	A/I
Experience of working on projects and programmes either as part of a team or a project coordination role	E	A/I
Experience of planning and delivering events including a demonstrable understanding of accessibility requirements	E	A/I
Experience of working with multiple social media platforms and tracking their performance	E	A/I