

JOB DESCRIPTION

Partnership and Communications Manager

(The Future of Human Reproduction)

Vacancy Ref: 0793-24

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| Job Title: Partnership and Communications Manager (0.6FTE for up to 10 months) | Grade: 7P |
| Department/College: Faculty of Arts and Social Sciences (FASS) | |
| Directly responsible to: Project Principal Investigator (Prof Stephen Wilkinson) | |
| Supervisory responsibility for: Project Administrator | |
| Other contacts     * Internal: Members of the Future of Human Reproduction research team (Wellcome funded research project based at Lancaster University); the Programme Oversight Group; Research and Enterprise Services; Lancaster Press Office; FASS Faculty Office; Departmental Officers of all involved departments; Finance; Faculty Engagement and Impact teams; Associate Dean for Research; Director of Research Enhancement; Associate Dean for Engagement; Impact Development Manager. * External: Wellcome. A diverse range of stakeholders and partners from academia, health and social services, professional and regulatory bodies, policymakers and think-tanks, local and national government, press and other media, members of the public engaging with project activities. To include, in particular, members of the EAG (Expert Advisory Group) and visitors and collaborators taking part in the small grant schemes offered by the Future of Human Reproduction project. | |
| Major Duties:    The Future of Human Reproduction is a £1,000,000+ research project funded by Wellcome as part of its [Research Development Award](https://wellcome.org/grant-funding/schemes/research-development-awards-humanities-social-science-and-bioethics) scheme. Maintaining and building networks and partnerships and communicating effectively with external stakeholders is vital to the success of the project and to its ability to shape the future direction of research. The Partnership and Communications Manager (G7, 0.6FTE) will lead and support in this area.  There is considerable scope for the precise nature of the role to be developed during the lifetime of the project in response to the postholder’s skills and interests and the needs of the team. However, core areas of work are likely to include the following (in most cases working jointly with other team members).  (1) Formation and oversight of the overall project communication strategy.  (2) Ensuring that social media are used effectively and appropriately and curating and managing web content. Drafting content for external stakeholders.  (3) Managing press relations and communications relations with other external stakeholders.  (4) Being responsible for project-managing particular events and aspects of the events programme, supported by the Project Administrator.  (5) Proactively seeking out and negotiating with new partners and building/managing external relationships on behalf of the project team; managing and maintaining good relationships with existing partners.  (6) Ensuring that colleagues who visit and collaborate with the project team have the best and most productive possible experience and that those relationships are appropriately and effectively managed (supported by the Project Administrator).  (7) Line managing the Project Administrator.  (8) Working with the Project Administrator, ensuring that regular Team Meetings are effectively organised and serviced.  (9) Working with the Project Administrator, to ensure that appropriate and professionally curated documentation is provided as required to the Programme Oversight Group**.**  (10) Managing relationships with the Expert Advisory Group (a diverse mix of stakeholders from outside the university with either academic, professional, or experiential expertise).  (11) Providing the project team with strategic oversight of any relevant financial or resource issues (supported by the Project Administrator).  (12) Keeping abreast of any internal (Lancaster) and external guidance or regulations that may impact on the work of the Future of Human Reproduction project and bringing these to the attention of the Project Leadership Group.  (13) Supporting the Future of Human Reproduction project in other ways reasonably required.  We will provide a tailored staff development package. All staff employed on the project will have 20% of their project time set aside for professional development or ‘own projects’. This time could be purely developmental (e.g. a programme of study, or coaching) or an opportunity to work on relevant subprojects which are directly or indirectly linked to the overall aims of the wider The Future of Human Reproduction programme. | |