

**JOB DESCRIPTION**

**Vacancy reference:**

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| **Job Title:** Project Co-ordinator (NABS+) | **Present Grade:** 5S |
| **Department/College:** Psychology/Networkplus for Analytical Behavioural Science for Security and Defence |
| **Directly responsible to:** Project Manager  |
| **Supervisory responsibility for:** Support staff |
| **Other contacts**  |
| **Internal:** Staff across Lancaster University and staff in University central administration.  |
| **External:**  National government stakeholders, ESRC, employees from large corporations and SMEs in the UK and internationally, members of the Networkplus for Analytical Behavioural Science, public.  |
| **Major Duties:****Role Priorities*** To provide administrative and logistical support to NABS+ on events, research projects, skills training and dissemination.

**Project Coordination & Delivery*** Track project progress and work with the Project Manager to identify risks and propose solutions to ensure project objectives are achieved.
* Manage inboxes and respond to queries promptly and professionally, ensuring the appropriate messages are passed on and handled efficiently.
* Schedule and coordinate meetings, including preparing agendas and taking minutes.
* Provide secretarial support to the Security Research Ethics Committee.
* Accurately maintain and update records and data, including platforms such as ResearchFish.
* Liaise with internal and external stakeholders, ensuring clear communication and collaboration across teams.
* Support in-person and online events, including workshops, conferences, and networking sessions.

**Communications & admin*** Support communications activities, including sourcing and distributing content across emails/newsletters.
* Help to communicate and promote research via the website and social media platforms.
* Co-ordinate comms materials for project events.

**Other*** Adhere to organisational policies, including GDPR, equality, and diversity standards.
* Undertake training and development as required.
* Provide general support to the NABS+ community as required, including handling ad-hoc tasks and troubleshooting issues.
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