

**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. | |