

**JOB DESCRIPTION**

Project Co-ordinator (0.2FTE)

|  |  |
| --- | --- |
| **Job Title:** Project Co-ordinator | **Present Grade:** 5 |
| **Department/College:** Law School / Centre for Child and Family Justice Research | |
| **Directly responsible to:** Dr Linda Cusworth, Research Fellow (PI) | |
| **Supervisory responsibility for:** n/a | |
| **Other contacts** | |
| **Internal:** Project team members. Academic, research and administrative colleagues in the Centre, department, faculty, and across the University; University central support services (Research Support Office, Faculty Finance, HR, Press Office). | |
| **External:**  Research team at University of Bristol, Kinship and Families in Harmony, including peer researchers; The Nuffield Foundation (funder); judiciary and court staff; relevant research funding bodies and councils; professional bodies; local and UK government officials; academic and research networks; project advisory group and young people’s group. | |
| **The Project**  **‘The forgotten 10%’: private family law applications involving non-parents**  Most private family law applications are between two parents, but around 10% involve one or more adults who are not the child’s parent, such as grandparents, aunts/uncles and siblings. This ‘forgotten 10%’ have been overlooked in research, policy and practice. Funded by the Nuffield Foundation, and in collaboration with researchers at the University of Bristol, peer researchers, and practice partners Kinship and Families in Harmony, this project will investigate the circumstances, needs and experiences of children and families involved. Further information on the project is available on our website (<https://www.cfj-lancaster.org.uk/projects/forgotten-ten-percent>).  The mixed-methods study consists of three workstreams: a literature review and data scoping exercise; analysis of in-depth qualitative and quantitative data collected from family court casefiles for 400-500 non-parent cases; qualitative interviews and focus groups to gather stakeholder perspectives (children, carers, and professionals).  Findings will be shared with the judiciary, policymakers, practitioners, and lived-experience organisations. Dissemination activities will include the production of policy briefings, evidence briefings, a roundtable event with key stakeholders, inter-agency seminars, a toolkit of research outputs, and recommendations for policy and practice reform.  **The Role**  The project officer will be responsible for the smooth running of the project, in consultation with the Principal Investigator (PI) and Co-Investigators.  **Main Duties**   * Supporting the day-to-day management of the project, including monitoring the timetable to ensure the project milestones are met. * Organising and maintaining project documentation, ensuring effective systems and access by the project team. * Co-ordinating project meetings, advisory group meetings, dissemination and engagement events, in liaison with the PI, including booking venues, travel, accommodation and catering, organising agendas and programmes, preparation of papers, taking minutes and capturing actions. * Supporting research team with data collection, including maintaining records and liaison with transcriber. * Support the preparation of project documents, including regular project updates, final report and other outputs. * Support dissemination, through maintenance of project website, social media, and mailing list, collating systematic information on dissemination, engagement activities, and impact. * Assist the PI with financial management of the project, including payment of invoices, maintaining records and preparing financial statements. * Maintain confidentiality of information; it will be necessary to comply with the requirements of GDPR and the requirements of the University Research Ethics Committee. * Undertake any necessary training and development. * Undertake any other duties appropriate to the grade of the post, as required by the project PI or Co-Is. | |