

**JOB DESCRIPTION**  
**Project Officer – Family Justice Observatory**  
**Vacancy Ref: N1633**

<b>Job Title:</b>	Project Officer – Family Justice Observatory	<b>Present Grade:</b> 5S
<b>Department/College:</b>	Sociology	
<b>Directly responsible to:</b>	Claire Mason	
<b>Supervisory responsibility for:</b>	Occasional supervision of additional temporary admin support staff	
<p><b>Other contacts Internal:</b></p> <ul style="list-style-type: none"> <li>Family Justice Observatory (FJO) Project Team, , staff across the University linked to the FJO and its activities, Central LU support offices (such as Research Services, finance teams and Press Office)</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>The Nuffield Foundation (funder), FJO project partners including REES Centre, RiP, FJO satellite sites, members of wider stakeholder groups attending stakeholder events</li> </ul>		
<p><b>Major Duties:</b></p> <p>The Project Officer will be responsible for the administrative and financial management of the Family Justice Observatory (FJO).</p> <p><b>The role includes:</b></p> <ol style="list-style-type: none"> <li>Management of the Project Budget: <ol style="list-style-type: none"> <li>Develop, implement and update processes for financial monitoring and reporting</li> <li>Ensuring that all financial activity, including payment of invoices, approval processes for travel claims and internal transfers are carried out efficiently and effectively and are properly authorised and adhere to the financial guidelines.</li> <li>Working with Lancaster’s Research Support Office and Project Support Unit, and with administrative staff in partner organisations to administer, process and report all project finances.</li> </ol> </li> <li>Preparation of periodic management reports, which includes providing partners with clear guidance on information required, responding to queries, checking for completeness and collation of a coherent report.</li> <li>Production of documentation needed for project management, dissemination of research findings, external engagement and research impact.</li> <li>Responsible for developing and ensuring effective communication of the project aims, objectives, processes and issues to all internal and external bodies involved (or potentially involved) in the project. This includes including updating web pages, maintaining a suitable social media presence, and creating, contributing to and editing documentation such as reports, leaflets and publications and responsibility for the shared file storage (LU Box).</li> <li>Monitoring and updating the project planning tool across all work streams.</li> <li>The development and maintenance of the Observatory’s contacts database.</li> <li>Recruiting and supporting temporary administrative support for Observatory events.</li> <li>Organising and supporting advisory groups, core group meetings and stakeholder events including booking venues, catering, organising programmes and agenda, minuting discussions, preparation of papers and dissemination of material after the event.</li> <li>Prepare materials for press release in collaboration with the Centre Director, LU Press Office and external partners.</li> </ol>		

10. Maintenance of confidentiality of information; it will be necessary to comply with requirements related to the Data Protection Act and the University Research Ethics Committee approval.
11. To undertake such other duties appropriate to the grade as directed by the Director Centre for Child and Family Justice Research.

