

JOB DESCRIPTION
Impact Acceleration Account (IAA) Partnership Development Manager
Vacancy Ref: A2562

Job Title	IAA Partnership Development Manager	Grade	8P
Department/College	Based in Faculty of Arts & Social Sciences and working across all Faculties		
Direct responsibility to	FASS Faculty Engagement and Partnership Manager		
Supervisory responsibility for	None (potential supervisory responsibility for casual staff/graduate interns)		
Internal contacts	FASS Engagement and Partnership Team and FASS Director for Engagement, Research and Enterprise Services colleagues, other Engagement or Knowledge Exchange Teams including Business Development Managers in LUMS, FST and FHM plus relevant Research Development Managers. Associate Deans/Directors for Research, Research Enhancement and Engagement, Impact Development Managers and Impact Support Workers. All relevant academic colleagues and Doctoral Training Partnership.		
External contacts	External organisations/engagement partners including local authorities, educational organisations, arts organisations, businesses, third party suppliers of procured services plus attendees of engagement events (e.g. staff and students from other Research Organisations and the public)		

Main Duties

The IAA Partnership Development Manager will work with the FASS Partnership and Engagement Manager, the Head of Partnerships and Business Engagement, wider partnership staff across the University and the Academic Lead to manage and deliver the Economic and Social Research Council (ESRC) Impact Acceleration Account (IAA). This will include overall management of funds, developing and maintaining relationships with external partners using the IAA to enable pathways to impact, promotion of activities and reporting to the funder. Specific responsibilities include:

- Project management of all aspects of the ESRC IAA programme in collaboration with academic and professional services colleagues and relevant external partners;
- Playing a critical role in promoting external engagement and embedding impact across the economic and social science research base at Lancaster;
- Leading on internal funding calls and allocations of funds including all appropriate communications, receipt of applications, scoring, communicating outcomes and monitoring overall project expenditure;
- Planning and delivery of workshops and partnering events including Impact Fairs, the annual Lancaster ESRC Festival of Social Sciences and other public engagement with facilitators and wider colleagues;
- Developing and sustaining relationships with external partners using IAA funds;
- Leading on marketing activity including the development of materials, presentations, web pages, social media and promotional case studies that showcase IAA activities;
- Leading on reporting KPIs and progress. This includes completing all necessary reports requested by ESRC, presenting to the IAA Executive Board, other relevant Committees and Conferences;
- Developing and maintaining a relationship with the ESRC including regular attendance at ESRC IAA events or conferences, the North ESRC IAA Network of Research Organisations and others;
- Actively supporting the continuation of partnerships established using IAA funds working with wider partnership development colleagues across the University (adopting a One Lancaster approach). In doing so using mechanisms such as collaborative research, co-location on campus, student-enabled partnerships, development of professional training programmes and the commercialisation of Intellectual Property;



- Working with wider colleagues in using IAA funding and activities to support the development of potential REF Impact case studies;
- Any other duties consistent with the nature and grading of the role as agreed.