**JOB DESCRIPTION**

**Project Officer**  
Centre for Child and Family Justice Research (Sociology/Law)  
Vacancy Ref: N2405

<table>
<thead>
<tr>
<th>Job Title: Project Officer - Indefinite contingent on a fixed term element until 30 June 2023</th>
<th>Present Grade: 5S</th>
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<tbody>
<tr>
<td>Department/College: Centre for Child and Family Justice Research (Sociology/Law)</td>
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<td>Directly responsible to: Professor Karen Broadhurst, Project PI (Sociology). The post holder will be managed on a day-to-day basis by Dr Linda Cusworth, Senior Responsible Officer, Project A (Research Fellow, Law School) and Claire Mason, Senior Responsible Officer, Project B (Research Fellow, Sociology)</td>
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<td>Supervisory responsibility for: Occasional supervision of temporary administrative support staff</td>
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**Other contacts**

**Internal:** Project staff; departmental staff in Sociology and Law; staff across the University linked to the Centre for Child and Family Justice Research; University central support services (Research Support Office, Faculty Finance, HR, Press Office)

**External:** Project staff at Swansea University; SAIL Databank; The Nuffield Foundation; Cafcass Cymru; Cafcass England; Welsh Government; government department staff and local authorities; NFJO satellite sites and partners; members of wider stakeholder groups

**The Projects.**

This post will work across two projects, both funded by the Nuffield Foundation. The post is 1.0 FTE until 31 March 2022, thereafter 0.6 FTE until 30 June 2023.

**Project A (0.6FTE): A data partnership that supports the work of the Nuffield Family Justice Observatory.** Formed of a collaboration between Lancaster and Swansea Universities, the team are establishing a data platform and analytics service for the NFJO and undertaking a programme of demonstration projects.

**Project B (0.4FTE): Builds on the work of the Centre on infants in the family justice system.** The specific focus of this second project is to co-design with frontline practitioners, an evidence-informed guideline to improve safe and humane practice, where the state has to take protective action to safeguard a baby at birth.

The Project Officer will be responsible for the administrative and financial management of the projects, working closely with the PI, Senior Responsible Officers and project teams.

**Major Duties:**

1. Supporting the day-to-day management of the projects, from development of the project plan, including timetable, to ongoing delivery, including timely submission to the deliverables.
2. Management of budgets
   - To develop, implement and update processes for financial monitoring and reporting.
   - To ensure that all financial activity, including payment of invoices, approval processes of travel claims, and internal transfers are carried out efficiently and effectively, are properly authorised and adhere to the financial guidelines.
   - To prepare financial statements, conduct quarterly checks on the financial performance of the project, and maintain appropriate records for audit purposes.
   - Maintain an overview of the financial performance of the project at any given time and assist the PI and Senior Responsible Officers with financial forecasting.
3. Coordinating project meetings, advisory group meetings, and stakeholder events, including booking venues and travel/accommodation, catering, organising programmes and agendas, preparation of papers, minuting discussions, and dissemination of materials after the event.

4. Preparing and arranging printing (where necessary) of project documents, including project information leaflets, reports and summaries, and presentation slides.

5. Organising and maintaining project documentation, ensuring effective systems and access by the project team.

6. Assisting with production of documentation required for project management, dissemination of research findings, external engagement and research impact.

7. Supporting the preparation of materials for press release, in collaboration with the project team, Lancaster University Press Office, and external partners.

8. Supporting engagement activities, events and communication, including ensuring systematic collection of self-evaluation data and evidence of impact.

9. Maintaining confidentiality of information; it will be necessary to comply with the requirements of GDPR and the University Research Ethics Committee.

10. Exploring processes to improve the administration of the project.

11. Undertaking any necessary training and development.

12. Undertaking any other duties appropriate to the grade of the post, as required by the Director of the Centre for Child and Family Justice Research, project PI and Senior Responsible Officers.