JOB DESCRIPTION
Research Associate Cascade Project.

Job Title: Research Associate
Present Grade: 6

Department: Marketing

Directly responsible to: Dr Carolyn Downs, Principal Investigator

Supervisory responsibility: None

Other contacts
Internal: The post holder is required to liaise with and coordinate the activities of a wide range of academic and support staff throughout LUMS and Lancaster University.

External: The postholder will liaise with and coordinate activities with project partners in overseas countries, with the UK funding agency (Ecorys) and with external stakeholders such as umbrella organisations representing the craft sector, SMEs within the craft sector, third sector organisations with links to the craft sector, as directed by line managers.

Major Duties:
- Support the Principal Investigator (PI) in meeting the requirements of the grant
- Management of the project budget
- Production of all documentation required by the project
- Day-to-day management of the project
- Verification of the status of the project in line with the grant agreement
- Communicate with project partners in a timely and appropriate manner
- To coordinate empirical work with the craft sector, especially craft-based small enterprises, craft-based community groups and relevant stakeholders.
- To liaise with and maintain good relationships with representatives of craft umbrella groups, organisations working with the craft sector, small enterprises, craft-based community groups and other stakeholders
- Contribute to the planning and development of project reports and contribute to the writing of publications, policy briefings and the dissemination of research findings including research articles for the project website and newsletters
- Attend project meetings as required.
- To support the planning and development of and participate in dissemination events and contribute to workshops associated with the project
- To work closely with the PI Dr Carolyn Downs to develop an impact assessment framework and record impact
- To actively engage and collaborate with the transdisciplinary team within the CASCADE project in order to facilitate the work
- Participate in external networks that seek to promote research collaboration and further develop the area of research
- Monitor the agreed implementation plan for the CASCADE project
- Manage the relationship with the partners and the Ecorys and Erasmus+ Project Officers
- Attend meetings, take minutes, and check progress of actions agreed.
• Provide management information and reports within Lancaster University and to Ecorys and Erasmus+ with regard to progress against the agreed project plan.
• Proof-reading materials from partners to check for correct grammar and syntax
• Develop and maintain effective record-keeping systems for dissemination, impact, timesheets and implementation.
• Any other duties commensurate with the grade and purpose of the post as required by the Principal Investigator