



JOB DESCRIPTION – 0.4 FTE (14.8 hours)

Job Title: Project Assistant - We are The People (Wellcome Trust funded project)

School: School of Education

Line Manager: Hazel Vernon, Project Manager

Grade: 5

Job purpose:

To provide project support to the We Are The People team, a five-year research network in South West England funded through a £1m Wellcome Trust Research Development Award (2021- 2026).

The Project Assistant will work closely with the Project Manager, to support the successful delivery of each of the research strands, events, networks and to raise the profile of the grant through both internal and external communications.

Main Duties and Responsibilities

- ☐ To work closely with the project manager to ensure that all activities are accessible for diverse groups of disabled people (e.g., supporting the completion of risk assessments and providing general signposting/advice with regards to reasonable adjustments)
- ☐ To provide administrative support to an emerging, large-scale research project, e.g., by organising and attending meetings and events, recording minutes, and providing basic advice and suggestions on issues such as research recruitment

- ☐ To process financial transactions relating to the award (e.g., booking transport and accommodation, processing claim forms from external partners, purchasing equipment)
- ☐ To aid the Research Fellows within the team to deliver their projects, providing project and event planning and administrative support.
- ☐ Create and implement a social media strategy for the We Are The People team with the aim to raise awareness of the project and any opportunities associated with project. Create content for social media channels.
- ☐ Maintain, update and develop information resources (website, brochures, videos, social media, etc).
- ☐ To support with project presentations and recruitment, as and when required
- ☐ To support online activities using expert knowledge of accessibility requirements, including editing and uploading content to the project website and providing updates about the project on social media, etc.
- ☐ To support the project manager in maintaining research databases and repositories, including updating Bath Spa Data and Impact Tracker, uploading audiovisual recordings to transcription services, etc.
- ☐ To input data (e.g, to record carbon emissions using institutional forms, record attendance at events), and to contribute to the analysis of event data and preparation of reports
- ☐ To work closely with staff across the University (e.g. project manager, core research team, data management team) as well as community partners (e.g., members of disabled people's organisations) to ensure the smooth operation of the project
- ☐ To respond to questions from the general public about the project, verbally and in writing.
- ☐ To undertake any other duties required which are within the scope and grade of the post

Qualification and experience

Essential

- ☐ Educated to degree-level in a relevant subject (e.g., a social science), with English Language and Mathematics GCSE grade C or equivalent.

- ☒ Experience of record-keeping (e.g., minutes of meetings), report-writing (e.g., writing/editing interim research project reports)
- ☒ Experience of working in a diverse team, including disabled people, academic researchers, grass roots organisations and gatekeepers.
- ☒ Experience and proven competence with Microsoft Word, Microsoft Excel, Google Mail, and/or the ability to develop new software skills relevant to the post (e.g., learning how to use institutional software related to data management, collating information for Impact Tracker and Research Fish).
- ☒ Experience of financial matters, including processing claims, purchasing equipment, or booking travel (etc) on behalf of partners.
- ☒ Experience of working with disabled people, including people with learning difficulties/disabilities and people involved in their care.
- ☒ Experience of supporting the organisation of events that may be geographically dispersed (e.g., support with organising workshops, booking guest speakers, arranging travel for participants).
- Experience of writing promotional copy to a high standard and for a range of different audiences.
 - Experience of creating digital content in a variety of different media
- ☒ Experience of risk assessment.

Skills & Knowledge Essential

- ☒ Experience of working in the disability sector (e.g., via disability research or working for disabled people's organisations), with a demonstrable knowledge of issues facing disabled people in South West England.
- ☒ Excellent interpersonal skills, with an ability to communicate with diverse groups, including disabled people, advocates, university staff, policy makers, etc.
- ☒ Excellent administrative experience and organizational skills
- ☒ An ability to plan and prioritise competing priorities
- ☒ Strong financial administration skills, and an ability to book travel, accommodation, etc. for project staff and external partners
- ☒ Knowledge of relevant policy and practices, such as the Equality Act 2010, the ability to make operational 'reasonable adjustments' to events, and to provide a basic level of advice to the project team on matters related to inclusion and accessibility.

- ☒ Ability to work effectively as part of a dynamic team that spans across Southwest England.
- ☒ Ability to deliver presentations with confidence.
- ☒ Ability to identify your own training needs.

Personal Qualities Essential

- ☒ Proactive and positive attitude to work
- ☒ Ability to work in a supportive, approachable, and non-judgmental manner.
- ☒ Ability to work collaboratively with the project manager, to take direction but also to work independently and respond to challenges as necessary.
- ☒ Ability to cope in a busy work environment and stay calm under pressure.
- ☒ Ability and willingness to work flexibly to achieve team goals.
- ☒ Commitment to equity, diversity and inclusion.

Special conditions: ☒ Owing to the nature of this work, there may be opportunities to travel in the UK, particularly in South West England (e.g., to attend meetings and training events).

☒ Some out of hours working will be occasionally required, but will be agreed in advance.