



RESEARCH SERVICES

JOB DESCRIPTION & PERSON SPECIFICATION

1. JOB INFORMATION

Post Title:	Research Engagement and Impact Coordinator
Grade:	6
Salary range:	£27,924 - £37,467 per annum
Mode:	Full time, Fixed Term Contract to 31 March 2024
Ref No:	REQ009443

2. JOB DESCRIPTION

2.1 Purpose

Coventry University's 'Excellence with Impact' research strategy and Corporate Plan takes the University forward into the next REF cycle by strengthening our research excellence. The strategy has seen the establishment of new Research Centres which are providing the main mechanism for driving the University's research forward.

Research Services operates under the leadership of the Deputy Vice-Chancellor (Research) and the line-management of the Director of Research Services. Research Services is the primary support department throughout the research funding lifecycle from identifying funding opportunities, advice on funder requirements, developing our research funding portfolio, developing and costing research funding proposals, setting up and managing funded research projects through to financial management reporting. Research Services also provides management accounting for Research Centres and supports the development of our Research Excellence Framework submissions, research quality, excellence and impact.

Within Research Services, Research Excellence and Impact (REI) is responsible for developing University-wide systems and processes in support of the University's drive to increase the volume and quality of its research. A core part of the REI's role is to work with academic colleagues and end-users of our research to drive and enhance impact and to collect appropriate evidence. The team is responsible for the management of the Pure information management system and for preparations for the next REF submission. They work very closely with academic colleagues across all research disciplines, including the Directors of the Research Centres, academic leads of the REF units of assessment and panel leads.

2.2 Main Duties and Responsibilities

This post is specifically to support the engagement and impact work of the UKRI GCRF South-South Migration, Inequality and Development Hub, otherwise known as MIDEQ. The MIDEQ Hub is led by Coventry University with partners in 12 countries around the world. The Hub's overarching objective is to establish an interdisciplinary, evidence-based understanding of the multidimensional relationships between South-South Migration, inequality and development. This will ensure that policy makers, international organisations, donors and local communities are able to implement policies which harness the development potential associated with migration for individuals, households and countries in the Global South. More at <http://www.mideq.org>.

The Research Engagement and Impact Coordinator will work closely with the existing Research Engagement and Impact Officer, liaising with both the academic and non-academic partners of the MIDEQ Hub to support the engagement and dissemination of the Hub's work. Additionally, the post holder will assist with the development and enhancement

of the Hub's impact, i.e. non-academic benefits of the Hub's research.

The main focus of this role will be: supporting the circulation of MIDEQ's work and findings to a wide and diverse range of stakeholders; coordinating and leading the organisation of MIDEQ internal and external events; assisting with identifying impact arising from the Hub's research as well as creatively exploring opportunities for enhancing existing impacts and ensuring that evidence of this impact has been obtained and filed.

The duties and responsibilities are:

1. To support the dissemination of MIDEQ Hub's communications outputs, working closely with the Hub's Co-Is and project partners to ensure that the findings of the Hub's work reach an international audience of stakeholders and changemakers;
2. To coordinate, organise and maintain a calendar of events (both on and offline) with a range of audiences to share the findings of the Hub's work, to increase user engagement and enhance impact;
3. To manage and take responsibility for updating and maintaining MIDEQ's platforms, ensuring this information is kept up-to-date, i.e. MIDEQ's website, email newsletters and subscriber lists;
4. To provide editorial support for the development of the Hub's communication outputs which includes but is not limited to blogs, working papers and policy briefs;
5. To monitor MIDEQ's digital systems, including generic email accounts and performance of communications activities using Google Analytics, taking responsibility for the collection and evaluation of this information in an appropriate format for reporting purposes;
6. To work closely with the Research Engagement and Impact Officer, MIDEQ researchers and the relevant University's professional services staff in order to maximise the impact of the Hub's research, and obtain and file appropriate evidence of impact in line with the Hub's MEL strategy and Outcome Mapping framework;
7. To assist in the preparation and writing of high-quality case studies, highlighting the societal benefits of MIDEQ's research, including but not limited to case studies for future REF assessment exercises;
8. To contribute to the development of external networks with other HE institutions in the UK and MIDEQ partner countries to raise the profile of MIDEQ's research and Coventry University Group;
9. To maintain a detailed knowledge of the evolving subject of impact within the HE sector, including policy development from HEFCE, RCUK and successor bodies;
10. To actively contribute to the development of the MIDEQ's engagements and communication strategies, providing ideas, updates and data.

AND such other duties as are within the scope and spirit of the job purpose and the title of the post.

2.3 Supervision received
Research Engagement and Impact Officer

2.4 Supervision given
None

2.5 Contacts

Director of MIDEQ
Senior Programme Manager
Programme Officer
Researchers
International Project Partners
External and internal stakeholders

3. PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	ADVANTAGEOUS
Education / Qualifications	Educated to degree level or equivalent qualification	A degree in a discipline relevant to the research area of focus would be advantageous
Experience (Paid and Unpaid)	<p>Practicable and demonstrable experience of working in digital communications</p> <p>Experience of dealing directly with both internal and external stakeholders, maintaining strong, productive relationship with external partners and internal associates</p> <p>Experience of project management</p> <p>Experience of organising events (workshops, seminars, public engagement activities)</p> <p>Experience of the higher education sector and an understanding of research impact</p>	
Job-related Skills and Aptitudes	<p>Excellent communication skills, particularly related to communicating effectively both in writing and verbally with wide-ranging audiences; academic and non-academic, expert and lay</p> <p>High level of proficiency in IT skills, including database, websites and reporting tools</p> <p>Experience of managing various communication channels (blogs, websites, social media)</p> <p>Excellent organisational skills</p> <p>Demonstrable ability to collect, analyse and present information from various sources (for example, using desk research, interviews) in an easily understood format</p>	Working knowledge of a language featured in the MIDEQ project
Interpersonal Skills	<p>Ability to work effectively as part of a team</p> <p>Excellent self-management skills, including the ability to manage multiple, potentially conflicting tight deadlines</p> <p>Ability to investigate and analyse problems or situations and high levels of attention to detail</p>	
Other Requirements	<p>A flexible approach to work – must be prepared to work outside standard hours</p> <p>Creativity and imagination</p> <p>Tact, diplomacy, and confidentiality</p>	