



JOB DESCRIPTION

Job Title:	Research Centre Associate, Centre for Victorian Studies
Department / Unit:	School of Humanities
Job type	Casual
Grade:	Grade 5 - £14.16 per hour (plus one additional hour holiday pay for every eight hours worked)
Accountable to:	Research Centre Director
Accountable for:	N/A
Purpose of the Post	
<p>The post of Research Centre Associate has been created to build stronger links between the PhD student community and Research Centres. The post is set up to give a PhD student holder a clear role and stake in the direction and activities of a research centre, while providing some support for research activities.</p> <p>Research Centre Associate will work with Centre Directors and be involved in setting up and organising research strategy for centres, managing research networks, liaising with public partners and raising the profile of the Research Centres.</p>	
Key Tasks	
<ol style="list-style-type: none"> 1. To work with the centre director/s to plan research centre strategy 2. To work with centre director/s to design research programmes including seminars and inviting speakers. This may also include events administration e.g. booking rooms, catering and AV, co-ordinating travel, etc. 3. To identify areas of expertise or potential participants in academic networks, researching and liaising with academics in the UK and internationally 4. To help identify and establish relationships with new public partners, and to develop existing external relationships 5. Where appropriate, to lead or curate research activities or events e.g. conferences, postgraduate workshops or readings 6. To collect and analyse data on the Research Impact of centre activities 7. To contribute to applications for funding linked to research centres including AHRC research grants and network bids where appropriate. This may include: 	

- Writing sections of grant applications in collaboration with Centre directors and other staff
 - Contributing to the design of research methodologies
 - Researching costings for grant application
8. To mentor PGT and undergraduate students with related interests and to work with the wider student communities and bodies e.g. the English Literature Society.
9. To help support and publicise the activities of Research Centres by updating websites, creating email lists and newsletters, developing social media profiles.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be invited to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:

- Research Centre Directors
- School of Humanities Admin team (re updating website and publicising events)
- Public engagement partner institutions and organisations
- National and international networks of academic scholars
- Postgraduate research, taught and undergraduate student body as appropriate.

ROYAL HOLLOWAY
University of London

PERSON SPECIFICATION FORM

Job Title: Research Centre Associate

	Essential	Desirable
Knowledge, Education, Qualifications and Training		
MA in relevant subject area		X
Current RHUL student	X	
Skills and/or Abilities		
Good organisation skills	X	
Excellent communication skills	X	
Web design skills	X	
Ability to organise and publicise academic events	X	
Strong academic writing skills	X	
Strong academic research skills	X	
Experience		
Experience of working in a research environment		X
Experience of identifying areas for research development	X	
Experience of working in the higher education sector	X	
Experience of research collaboration		X
Experience of writing or contributing to funding applications		X
Mentoring experience		X