



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Impact and Partnerships Associate</b>
<b>Department / Unit:</b>	Research & Innovation
<b>Job type</b>	Student Casual Worker
<b>Grade:</b>	Grade 4 - £11.92 per hour (plus one additional hour holiday pay for every eight hours worked)
<b>Accountable to:</b>	Impact and Partnerships Manager (Social Science)
<b>Accountable for:</b>	None
<b>Purpose of the Post</b>	
<p>To support Research &amp; Innovation and/or academic project leads to deliver the Social Science Impact Accelerator Programme, funded by an IAA grant from the Economic and Social Research Council (ESRC). The Programme aims to accelerate the impact of social science research across the University to maximise the positive difference that our research makes in the world outside academia.</p> <p>The Programme involves delivering various activities, including building place-based partnerships, organising skills and Knowledge Exchange workshops and training, and developing opportunities for challenge-led research development, largely through funding competitions. This role includes project co-ordination, organising and assisting the smooth running of internal and external events, engaging with external and internal stakeholders, carrying out desk research, and supporting Programme communication activities.</p> <p>The Associate will focus on supporting the delivery of high-quality impact activities in line with the core Programme objectives and the University's wider impact, environmental and EDI strategies.</p>	
<b>Key Tasks</b>	

The Impact and Partnerships Associate post includes varied tasks such as providing administrative support, co-ordinating Programme activities, writing programme related documents and communications, events management, conducting desk research, and communicating with external and internal stakeholders. Some key tasks are likely to include:

- Co-ordinate programme delivery, including collating documentation, organising meetings and events for internal stakeholder and/or with external partners, liaising with academic leads and other internal teams within and outside R&I, and supporting the Knowledge Exchange Manager and Impact and Partnerships Manager with other Programme-related tasks.
- Work with academics and internal comms to write or collate copy about the Programme or specific projects within it, and disseminate information internally and externally, for example through our monthly newsletter.
- Support with Programme evaluation tasks such as creating surveys, collecting, collating and analysing data and feedback to help us continually improve our delivery methods for the duration of the grant, with direction from the Impact and Partnerships Manager.
- Conduct desk research to support the Social Science Impact Accelerator programme and/or its funded projects.
- Help organise and assist at internal training and events for staff and/or partners.

#### **Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to undertake other duties as appropriate and as requested by their 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:

KE Manager (Social Innovation), Impact and Partnerships Manager (Social Science), IAA Steering Group, Science Engagement Fellow, Engagement Officer (Social Science), Research Associates, Academics, external partners, R&I Research Services, Contracts and KEE teams, School Directors of Research and Directors of External Engagement, RHUL Communications Team.