



JOB DESCRIPTION

Job Title:	Partnerships and External Engagement Officer
Department / Unit:	Research & Innovation
Job type	Student Casual Worker
Grade:	Grade 4 - £11.92 per hour (plus one additional hour holiday pay for every eight hours worked)
Accountable to:	Knowledge Exchange Manager, Social Innovation
Accountable for:	None
Purpose of the Post	
<p>To support the Research & Innovation in delivering knowledge exchange (KE), partnership and challenge-led research development activities. This includes programme co-ordination, organising meetings and events, engaging with external and internal stakeholders, and supporting programme communication activities.</p> <p>Initially, the officer will focus on a recent internally-funded projects cohort for partnership and challenge led research development. Other work may include social innovation projects, support of Living Sustainably catalyst's activities, helping organise knowledge exchange and partnerships training for staff, and supporting the development and co-ordination of other/new programmes.</p>	
Key Tasks	

The Partnerships and External Engagement Officer 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 communications with external and internal stakeholders. Some key tasks are likely to include:

- Co-ordinate programme delivery for the “Partnerships and Challenge-led Research” seed funding programme, 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 to ensure smooth delivery, and supporting the Knowledge Exchange 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 as agreed with the KE Manager
- Conduct desk research to support KE activities in the Partnerships development programme, and other areas such as the Living Sustainably catalyst and other work of the KE Manager
- Help organise internal training for staff on Policy Engagement related issues with input and direction from the KE manager
- Supporting other activities as required e.g. with Living Sustainably Catalyst Events, partnerships with local creative and cultural sector stakeholders, and other opportunities as agreed with the KE manager.
- Support KE and partnership development in social sciences should we succeed in securing the Impact Acceleration Accounts. This task may be shared with other KE programme officers that may be recruited if we are successful.

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 expected 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:

KE Manager, Social Innovation, partnership and KE project leads, R&I Research Services, Contracts and KEE teams, School Directors of Research and Directors of External Engagement, RHUL Communications Team.