**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Researcher Development Programme Co-ordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>Educational Development</td>
</tr>
<tr>
<td>Job type</td>
<td>Professional Services</td>
</tr>
<tr>
<td>Grade:</td>
<td>6</td>
</tr>
<tr>
<td>Accountable to:</td>
<td>Head of Educational Development</td>
</tr>
<tr>
<td>Accountable for:</td>
<td>None</td>
</tr>
</tbody>
</table>

**Purpose of the Post**
Benefitting from previous experience in comparable programme administration, the post-holder will make a rapid transition into effectively leading the Researcher Development Programme over a period of maternity leave. The key activities, reporting to and supported by the Head of Educational Development, are detailed below.

**Key Tasks**
1) Administer contracts, scheduling and payments with conveners
2) Manage and administer sessions in the programme, both timetabled and responsive
3) Track and analyse session attendance, and communicate with non-attending students
4) Liaise with other College providers of PGR student development to co-ordinate participation and develop new local initiatives
5) Manage the delivery, maintenance and engagement analysis of on-line learning resources in Moodle for PGR students
6) Manage communications and analysis for the Postgraduate Research Experience Survey
7) Administer students’ expense claims for external development events
8) Manage collaboration with Angel Productions on the production of two PGR student development films
9) Manage the early career researcher-PGR student mentoring scheme
10) Maintain budgetary oversight and reporting
11) Liaise with the Doctoral School in student/staff communications
**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.

Date: 08/08/17