**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Senior Manager at the Hellenic Institute, Director of the Centre for Greek Diaspora Studies (CGDS)</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>School of Humanities / Hellenic Institute</td>
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<tr>
<td>Job type</td>
<td>Professional Services</td>
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<tr>
<td>Grade:</td>
<td>8</td>
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<td>Accountable to:</td>
<td>Director of the Hellenic Institute</td>
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<tr>
<td>Accountable for:</td>
<td>Not Applicable</td>
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</tbody>
</table>

**Purpose of the Post**

The Director of the CGDS will proactively develop the delivery of the Centre’s research strategy by stimulating interdisciplinary research activity and directly supporting the development of high quality research grant proposals within the School of Humanities. This will require the development and maintenance of strategic relationships with key funding bodies and partner organisations nationally and internationally.

The post holder will facilitate bids and optimise inter- and intra- School and departmental approaches to responding to research funding opportunities and developing successful applications. Additionally, the post holder will be expected to develop an extrovert public profile for the CGDS through the delivery of high quality public engagement events, the creation of synergies with stakeholders and institutions beyond the academia and by acquiring a leading role in the study of Modern Greek and Cypriot history, culture and society broadly conceived within the greater context of human mobility and migration studies.

**Key Tasks**

- To proactively identify and pursue opportunities in priority areas for strategic development.
- To develop and manage excellent relationships with core funders in the UK and abroad, including the A.G. Leventis Foundation, the Hellenic Foundation (London), the Stavros Niarchos Foundation, the Onassis Foundation, Bodossaki Foundation, The Diaspora Foundation UK, AHRC, and the Greek and Cypriot state.
- To develop strategic insight of the major donors and funding organisations through analysis and detailed understanding of their funding priorities and plans, and that opportunities are anticipated and taken into account in the CGDS planning cycle.
- To advise the Chairman and members of the Hellenic Institute Steering Group of opportunities, including analysis of research strengths and capabilities in relation to potential collaborators.
• To collaborate with the Director of the Hellenic Institute and the Lecturer in Modern Greek History for the development of administration processes, funding policies and research strategies of the CGDS
• To co-ordinate and manage the preparation process for major project proposals, working closely with academic and research staff, and members of the School of Humanities and College administration to ensure institutional support for projects of major strategic importance.
• To foster collaborations and build networking opportunities for researchers and organisations focusing on the study of Greek and Cypriot diasporas, by organising a range of events such as conferences, colloquia, workshops, seminars, public lectures, study days, panel discussions, concerts, performances, and exhibitions.
• To act as a liaison among stakeholders in the Hellenic diaspora, the Greek and Cypriot state, and the research community.
• To be the main contact point for researchers who want to undertake research in the areas of interest to the CGDS. To provide information and advice about the opportunities for collaboration with CGDS.
• To be responsible for the public profile and audience growth (both physical and digital) of the CGDS. Among other duties this includes the development of communication strategies and content creation for the CGDS’ social media, website, newsletter and press releases.

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.