## JOB DESCRIPTION

**Job Title:**
SLSS Website Coordinator and Research, Impact and External Engagement support officer

**Department / Unit:**
School of Law and Social Sciences

**Job type**

**Grade:**
6

**Accountable to:**
Prof. Nick Hardwick

**Accountable for:**

### Purpose of the Post

The purpose of this post is to support the research, impact and external engagement activities within the School of Law and Social Sciences (SLSS) by managing the school's websites and social media, providing support to departmental web champions and by providing administrative support to the co-ordination of the school's research, impact and external engagement objectives.

The appointed candidate will work with Profs Childs (SLSS Director of Impact) Hardwick (SLSS Director of External Engagement) and Richter (SLSS Director of Research) to develop the School of Law and Social Sciences' website and social media presence in support of the School's research, impact and external engagement, support departmental web champions within the school, and provide administrative support to the school's research, impact and external engagement and impact activities.

### Key Tasks

#### Website and social media

1) To be responsible for updating and developing the website of the SLSS.

2) To develop the SLSS social media presence and regularly update content.

3) To hold the school's twitter account and ensure appropriate links with other relevant accounts.

4) To ensure the school's website and social media structure and content meets college requirements liaising as appropriate with college and school staff and supervisors to understand and check these requirements.

5) To write, proof and adapt new content for the school website and social media as directed and obtain approval for publication from relevant senior staff.
6) To liaise with departmental website champions to support the development of their websites and social media and identify where content may be shared

7) To liaise with relevant directors and other senior staff to identify and deliver priorities for the school's website and social media content.

8) To develop content for, write and distribute a termly school newsletter

**Administration**

9) To support the Directors by arranging, administering and minuting internal and external meetings online or in person as requested.

10) To assist in the organisation of and support external events online or in person

11) Produce reports relevant to the post's objectives as directed.

**Personal**

12) To undergo continued personal professional development as required.

**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: Profs. Childs, Hardwick and Richter, departmental web champions and the School Administration Manager - profile and Development