



JOB DESCRIPTION

Job Title:	Gender Research and Outreach Fellow
Department / Unit:	PIRP
Job type	Academic
Grade:	7
Accountable to:	Head of Department of PIRP (Laura Sjoberg)
Accountable for:	n/a
Purpose of the Post	
<p>To build the Gender Institute’s research and outreach profile by providing a combination of academic initiative, academic and logistical support, and student-facing resources related to gender and sexuality research and outreach. The postholder will support the Gender Institute’s existing research initiatives through research assistance, contribute to the Gender Institute’s research agenda with their own research projects, facilitate the Gender Institute’s existing outreach agenda, and supplement the Gender Institute’s existing outreach agenda with student-focused outreach innovation. They will also be required to contribute to the academic administration of the Gender Institute, and, as applicable, the Department, with workload being balanced by their line manager. Opportunities to participate in pedagogical offerings at the Department and Gender Institute level may arise, including but not limited to contribution to the design of the “Gender Studies &” Masters Programmes due to launch in Autumn 2023.</p>	
Key Tasks	
<p>Research</p> <ul style="list-style-type: none"> • To develop research objectives and proposals resulting in the publication of research outputs in high quality journals or other outlets. • To effectively present research findings to a wide range of stakeholders both internal and external to the College through conferences, review meetings and other options as appropriate. • To undertake and contribute to peer assessment as appropriate. <p>Research Support</p> <ul style="list-style-type: none"> • To provide assistance and support in organizing research on gender and sexuality being carried out at the Gender Institute. • To provide support in research organization, including formatting, bibliographic work, and proofreading on journal article and book manuscripts to be submitted for publication by Gender Institute-affiliated staff, especially in but not limited to those in the School of Law and Social Sciences. 	

Leadership, Enhancement, and External Engagement

- To develop outreach plans, with a particular interest in student engagement, related to the Gender Institute's work and goals, and begin to execute them.
- To develop outreach plans for the candidate's own research agenda, and begin to execute them.

Leadership, Enhancement, External Engagement and Impact Support

- To play a full and active part in the administration of the Gender Institute and its external promotion.
- To attend and actively contribute to relevant administrative meetings as appropriate.
- To assist with student recruitment.
- To co-ordinate and engage in student recruitment activities such as attendance at open days or applicant visitor days when asked.
- To engage and maintain continuous professional development.
- To compile lists of potential stakeholders and funders in Gender Institute.
- To communicate with contacts for Gender Institute as requested.
- To support strategic planning for the Gender Institute.
- To provide event-planning logistical support as necessary for Gender Institute events, and gender-related Law and Social Sciences events.

Teaching

- To support the development of Gender Studies Masters Modules in the Gender Institute.

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:

Internal: Colleagues in the Gender Institute, the Department, and the School. Main contacts will be line manager Professor Laura Sjoberg, as both Head of Department and Director of the Institute, and Josephine Carr, as Administrator for Laura Sjoberg and Assistant Director of the Gender Institute. Other colleagues with whom interaction may be required Associate and Affiliate members of the Gender Institute, Gender Institute stakeholders, Department and School Directors of Teaching, Department and School Directors of Research, Department and School Directors of Graduate Studies (Research and Taught), Department and School Directors of Student Experience, the School Manager, the Head of School, members of the Senior Management Team and members of department and College Professional Services Teams.

External: National and international research colleagues and networks; schools and other educational stakeholders, the media, non-HEIs in the sector, governmental organisations and other possible outreach partners as appropriate, and Research Councils.