**Job Title:** Engagement Officer (Social Science)

**Department / Unit:** Research & Innovation

**Job type** Professional Services

**Grade:** RHUL 6

**Accountable to:** Knowledge Exchange Manager (Social Innovation)

**Accountable for:** N/A

### Purpose of the Post

This is a unique opportunity for a PhD student to join the new Social Science Impact Accelerator (SSIA) programme at Royal Holloway while enhancing their communications, engagement and knowledge exchange (KE) skills. This is a 2-day-a-week post for 12 months, starting in September 2023.

The new, ESRC-funded Social Science Impact Accelerator will help Royal Holloway researchers use their expertise to fuel innovation and address the challenges facing our region, the UK, and the world. The post holder will focus on developing and delivering our engagement and communications activities, working closely with the rest of the team and academic leadership of the programme.

The 2 days can be worked flexibly over the week, with a hybrid of office and home-based work. We will discuss specific arrangements with candidates selected for interviews.

### Key Tasks

The aim of the role is to raise the profile of Royal Holloway's social science research, share the successes of our impact and knowledge exchange activities, and help deliver high-quality engagement with external and internal contacts. It is a wide-ranging role with a number of responsibility areas during the 12-month post:

**Communications planning and delivery**

- Familiarise themselves with the SSIA strategy and delivery plan, and, at a broad level, with the social science research strength areas at Royal Holloway
- With steer from the SSIA leadership, define and schedule a programme of communications and outreach activities for year 1 of our work (September 2023 - September 2024)
- This programme should cover our website, social media, internal communications via newsletters and MsTeams, and other outreach and engagement activities, as agreed.
- Align communications and engagement activities with the SSIA delivery strands, and ensure all work reflects our Equality, Diversity and Inclusion strategy.

**Website and social media**

- Work with the Impact and Partnerships Manager, and where required, with the RHUL digital team, to update and develop the SSIA website content for academics and external audiences.
- Set out a schedule of content and style guide for our social media channels and the SSIA website.
- Author content and/or co-ordinate content submissions from the SSIA team, the academic community and external contributors.
- Work closely with the PhD students with Engagement Bursaries to support and align their contributions to the programme.

**Stakeholder engagement activities**

- Develop ideas and approaches to engaging external audiences and partners in our areas of focus and expertise, in line with programme priorities and objectives.
- Develop ideas and approaches to internal engagement of staff at Royal Holloway.
- Organise and/or support engagement activities e.g. communications, Royal Holloway events, external event attendance and other activities as agreed.

**Materials and resources**

- Work with the SSIA team to develop materials and resources to support our engagement activities.
- Collaborate with the Marketing and Communications team to ensure alignment with corporate branding and best practice.

**Storytelling & evaluation**

- Capture information about SSIA activities and projects, and develop engaging materials that tell the story of our work and impact to external audiences, staff, and our funder.

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to undertake other duties as appropriate and as requested by their manager. These duties are a guide to the work that the post holder will be required to, and they may change (within reasonable limits) to reflect the changing needs of a dynamic Social Science Impact Accelerator team. As the needs of the University change so the above job profile may be adjusted accordingly.

The work arrangements are hybrid, with a mix of working on campus in Egham (expected 0.5 – 1 day a week) and working at home the rest of the time.

**Internal and external relationships**
The following list is not exhaustive but the post holder will be required to liaise with: The Social Science Impact Accelerator team, external public and organisations, academic leadership at Royal Holloway, Research & Innovation team, the Marketing and Communications team, as well as other Royal Holloway professional services as appropriate.