

**JOB DESCRIPTION**

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| **Job Title:**  | Senior Lecturer |
| Department / Unit: | School of |
| **Job type**  | Academic (professional practice route) |
| **Grade:**  | RHUL 9 |
| **Accountable to:**  | Head of School  |
| **Accountable for:**  |  |
| **Purpose of the Post** |
| The role’s primary purpose is to serve as a Senior Lecturer in Professional Practice in order to develop public engagement within XXXX, contribute to the College’s Public Engagement strategy, including initiating and managing partnerships and projects within the area and to provide staff and students opportunities to develop their understanding of public engagement. The post-holder is responsible for:* Championing a culture of Public Engagement across the School and in conjunction with College, encouraging reciprocity, dialogue and knowledge exchange in research orientated PE and utilising PE to showcase excellence in teaching and unique student experiences at Royal Holloway.
* Identifying, developing and then managing Public Engagement focussed partnerships with external organisations.
* Increasing the volume and broadening the base of external funding to support Public Engagement.
* Providing opportunities for students to undertake public engagement and to gain skills in the area through teaching and placement opportunities.

The post holder will work with a range of College services such as Marketing and Communication and Research and Innovation to ensure a strategically focused approach to Public Engagement.  |
| **Key Tasks** |
| * Work in conjunction with other College directorate to develop and promote the College’s Public Engagement Strategy, aligned to the College’s strategic aims, values and commitment to the NCCPE Public Engagement manifesto.
* Devise and develop opportunities for Public Engagement collaborations and partnerships with key national institutions, including further developing links with exam boards, the UK Parliament and Supreme Court, The National Archives and others.
* Aligning PE activity to complement areas of strategic interest such as Digital and Creative Economies; Citizens and Civil Society; Culture and Heritage; and Health and Wellbeing.
* Lead or advise interdisciplinary project teams to devise, develop and deliver impactful Public Engagement projects (again aligning with areas of strategic interest) and leading the development of funding bids and external partnerships to support this activity where appropriate.
* Lead the development of PE training opportunities for staff within XXXX in collaboration with Research and Innovation and the NCCPE.
* Strengthening research funding bids through collaborations with colleagues and by providing advice, including advising the School’s Research and Knowledge Exchange committee on ways to enhance ‘pathways to impact’.
* Utilise successful Public Engagement projects for case studies to promote and showcase, internally and externally, best PE practice.
* Develop and manage a suite of channels to support and focus Public Engagement, including but not limited to better utilising the potential of platforms and tools such as YouTube, FutureLearn (MOOCs), podcasts, blogs and summer schools (targeted, wherever possible, to support student recruitment).
* Identify, develop and then manage opportunities for students to participate in the delivery of PE projects and activities as volunteers and paid interns with a view to enriching the student experience and enhancing student employability.
* To make public engagement opportunities open to students via formal teaching and placement options, including the development of modules and placement activities.
* To support the Head of School and colleagues in reviewing potential Impact Case Studies at all points in the cycle.
* To participate in relevant School working groups, including but not limited to E-Learning and Heritage.
* To undertake tasks as required by the School of Humanities which contribute to the wider School, for example, participating in Open Days, serving on committees.
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| **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 may be required to work anti-social hours on occasions. 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:Vice-Principal for Research Impact and InterdisciplinaryImpact Managers (R&E)Director of Student RecruitmentHead of EventsCommunications and External Relations teamVolunteering teamHeads of Schools |



**Person Specification**

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

**Job Title: Senior Lecturer Department:**

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|   | **Essential** | **Desirable** | **Tested by** (Application form, Interview, Test) |
| **Qualifications and Training** |
| Educated to a PhD level or have relevant equivalent professional experience. | X |   | Application Form |
| **Specific Skills, Experience and Knowledge** |
| Experience of devising, securing funding for and managing large scale public engagement activities and projects, ideally at a Higher Education institution. | X |  | Application Form, Interview |
| Experience of designing courses and or delivering courses with an emphasis on public engagement and or which are aimed at the wider public (MOOCs, Summer Schools). |  | X | Application Form |
| Experience of supporting others in the development and delivery of public engagement and Impact activities.  |  | X | Application Form |
| Experience of brokering and managing partnerships. | X |  | Application Form, Interview |
| Experience of brokering and managing partnerships with or among national institutions.  |  | X | Application Form, Interview |
| Experience of creating innovative ways of engaging school teachers and students. | X |  | Application Form, Interview |
| Experience of managing the production of digital tools for public engagement, such as video, podcasts and or MOOCs. | X |  | Application Form, Interview |
| A track record of generating income and experience of managing large budgets.  | X |  | Application Form |
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| **Personal and Interpersonal Qualities** |
| Excellent communication and presentation skills, with proven ability to communicate effectively with students, colleagues and to external audiences. | X |  | Application Form, Interview |
| Experience of effective team working. |  | X | Application Form |
| Experience of building and leading teams of people. |  | X | Application Form |
| Experience of managing complex stakeholder relationships. |  | X | Application Form |
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