



JOB DESCRIPTION

Job Title:	Project Officer (Inclusive Histories) (31 months)
Department / Unit:	School of Humanities
Job type	Part time, Fixed Term
Grade:	RHUL 7
Accountable to:	Dr Matthew Smith
Accountable for:	None
Purpose of the Post	
<p>Inclusive Histories is a collaborative research and schools engagement project aiming to support the more inclusive teaching of British political history and the story of the struggle for rights and representation as set out in the AQA Thematic GCSE specification, <i>Britain: Power and the People: c1170 to the present day</i>. As Project Officer you will play a key role in working with consultant teachers to transform the research outputs produced by our Research Associates into resources ready for the classroom. You will also be responsible for creating and managing content for the project's website and social media channels; for organising filming days (including the coordination of host partners, videographers, and presenters/actors); and for project managing a series of events and workshops.</p>	
Key Tasks	
<p>Support for research coordination</p> <ul style="list-style-type: none"> • Support the Project Lead in reviewing and analysing academic literature, school textbooks, and other resources available to teachers linked <i>Power and the People</i> specification topics in order to assist the Project Lead in identifying promising avenues of research and for resources development. • Support the Project Lead in updating research briefs for the Research Associates and managing the project's Teams-based digital workspace (including organising project documentation, research outputs, and school resources in development). <p>KS4 teaching resources development</p> <ul style="list-style-type: none"> • Liaising with consultant teachers and specialists among our project partners to translate the Research Associate's findings and outputs into a range of KS4-appropriate resources. • Compiling and maintaining the project's primary source compendium for teachers and students. • Assisting the Project Lead with video and audio-editing and graphic design tasks, for which training will be provided. 	

Liaison and communication

- Liaise with project members and professional services staff at Royal Holloway to help manage the timely compilation of information and documentation.
- Liaising with host partners, videographers, presenters and actors to organise filming days for project resources.
- Creating content for and managing the project's website and social media channels.

Administrative and project management support to the Project Lead and Project Co-Leads.

- Supporting the Project Lead in maintaining project plans and tracking deliverables, milestones and progress.
- Project managing six CPD workshops for teachers (three to be hosted by People's History Museum in Manchester, three by Royal Holloway in London or Egham).
- Organising up to four policymaker briefing sessions in London.
- Organising partnership development trips to Manchester and Glasgow.
- Organising project Advisory Board meetings (up to three per year).
- Supporting the Project Lead in maintaining project records and monitoring project expenditure.
- Supporting Research Associates in the planning and delivery of participatory research workshops (up to five).

Carry out any other duties as are within the scope, spirit and purpose of the job as requested by the Project Lead.

Duties and responsibilities may be amended by the Project Lead as necessary, in consultation with the post-holder.

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.

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: the project team (including the Project Lead, Project Co-Lead, project Research Associates, and nominated staff at project partner organisations), consultant teachers, and other Royal Holloway academic and professional service staff.

PERSON SPECIFICATION FORM

Job Title: Project Officer (Inclusive Histories)

	Essential	Desirable
Knowledge, Education, Qualifications and Training		
Excellent standard of education to a degree level or equivalent work experience in a relevant area	X	
Detailed and current knowledge of secondary education.	X	
An understanding of and commitment to the principles of equality, diversity, and inclusion	X	
Knowledge of British political history		X
Project management related qualification or equivalent experience.		X
Skills and/or Abilities		
Proven ability to work as part of a team and support colleagues, as well as a readiness to work on own initiative and act pro-actively.	X	
Excellent interpersonal skills, including a professional approach and manner and ability to use tact and diplomacy.	X	
Excellent organisational skills and proven ability to prioritise conflicting demands and meet deadlines, whilst maintaining a high level of attention to detail and accuracy.	X	
Proven ability to use creative problem-solving techniques.	X	
Excellent IT skills and proven ability to learn new systems and programmes.	X	
Excellent search and synthesis skills and proven ability to analyse and write up findings.	X	
Excellent communication skills and proven ability to present complex information effectively to a range of audiences.	X	
Ability to plan and manage events, including working with a range of stakeholders	X	
Experience		

Secondary education teaching experience or experience of having created resources for use at KS3-5.		X
Experience of communicating with a range of stakeholders at various levels within and across organisations.	X	
Experience of project and or events management.	X	
Experience of managing professional/organisational websites and or social media channels		X
Other requirements		
Demonstrable experience in a commitment equality, diversity, and inclusion.	X	
Ability to travel to external meetings and events.	X	