



St Mary's
University
Twickenham
London

Job Description

Job Title:	Project and Research Officer, Centre for Study of Modern Slavery and Centre for Research into the Education of Marginalised Children and Young Adults
Faculty:	Education, Humanities and Social Sciences
Hours:	14.4 hours per week with potential for additional involvement linked to research proposals
Salary:	£12,018 per annum based on a full time salary of £30,046
Salary Band:	Band G, spinal point 26
Term:	One year from mid-November 2019 with possible extension thereafter

Overall Role

The Centres for the Study of Modern Slavery and for Research into the Education of Marginalised Children and Young Adults are two of the flagship research centres at St Mary's University, aiming to carry out cutting edge research to contribute to education, advocacy and awareness raising, with the goal of making a direct impact on policy, but also to design and implement practical projects taking advantage of the University environment.

The role of the Project and Research Officer role will include coordinating and overseeing the delivery of research and public engagement projects amongst others and helping to develop and coordinate further projects; supporting academic research activities; managing the Centres' social media and websites, and general administration tasks associated with the work of the Centres. We would also like the post-holder to help coordinate an international conference in 2020 for Youth at the Margins.

In the year ahead, the two principal special projects for which support will be required are the development and pilot of a course in the Identification, Support and Care of Victims of Modern Slavery inter alia to set a national standard for such provision, and the development and pilot of a Summer School for Survivors of Modern Slavery.

The Project and Research Officer would be expected to be on campus for these two days, but there may be scope for flexibility and remote working. If either or both of the two Centres are successful in bids for future research work, there may also be scope for the individual to be part of the research team on a pro rata per diem basis.

Main Duties

1. Providing administrative and management support for all special projects including organisation of and support for relevant steering group meetings; contract management; employment arrangements for any necessary consultants etc.
2. Support the Centre Directors in seeking research opportunities, and as agreed (including on any necessary additional time commitment and payment) taking part in research projects.
3. Coordinating updates to the Centres' websites and other publicity material.
4. Supporting the University's MA in Human Trafficking, Migration and Organised Crime (eg helping to organise work-based learning modules), and the new MA in Education, Development and Social Justice.
5. Other reasonable and related duties as agreed with the Centre Directors.

Person Specification

Essential

Education to postgraduate level in social sciences (especially subjects related to Modern Slavery, Human Trafficking, Education and Development, and/or Humanitarian Assistance).

Strong interest in the subject of modern slavery and human trafficking and/or international development and humanitarian assistance.

Excellent organisational, communication, and networking skills.

Desirable

Experience of working in the field of modern slavery and human trafficking and/or international development and humanitarian assistance at a higher education institution or in government/the not-for-profit sector.

Experience of project management.

Previous research experience.

Experience of working in a university environment.

Experience of working with funders and donors.

Working proficiency in a foreign language(s).

University Policies and Procedures

All staff are expected to undertake their work in an inclusive, fair, safe and respectful manner, particular consideration should be given to the University values.

St Mary's University reserves the right to change and amend this Job description/Person Specification in accordance with the changing requirements of the organisation.