



UNIVERSITY OF
BATH



Project Officer

ParticipatoryResearch@Bath

November 2023

Introduction

Thank you for your interest in the role of Project Officer for the [ParticipatoryResearch@Bath](#) project. We are looking for someone to work with the University of Bath's Public Engagement Unit to support the delivery of the next phase of this Research England funded project.

Project Officer (ParticipatoryResearch@Bath) role

This role will develop and deliver programmes and activities by working collaboratively with new and existing community partners and staff at the University of Bath. The postholder will work with the Head of Community Engagement to develop relationships with communities across Bath and North East Somerset that helps encourage a shift in the ways in which public voice and knowledge is valued and supported at the University of Bath.

ParticipatoryResearch@Bath

The [ParticipatoryResearch@Bath](#) project is investigating what the culture of participatory research looks like at the University of Bath and is aiming to create and enhance the conditions that enable meaningful citizen involvement in research.

The project involves working with research and professional services staff at the University and with local communities, to develop and deliver a programme of activities to create sustained and sustainable change towards participatory approaches to research.

Findings from the initial investigatory scoping phase of the project (March to August 2022) can be found on the [ParticipatoryResearch@Bath webpage](#).

We are currently in the project's second phase (January 2023 to July 2024). Over this phase we're scoping out new ways of working by testing out new formats and approaches that could support a positive culture of participatory research at the University. The full details of the approach and activities can be found in the [Phase Two ParticipatoryResearch@Bath Project Plan](#).

ParticipatoryResearch@Bath will run until July 2025 and is funded by the University of Bath's Research England's Participatory Research funding allocation.

About the Public Engagement Unit

The [Public Engagement Unit](#) has been working for the last 11 years to embed, foster and sustain a culture where public engagement with research is recognised, practised, and valued at the University of Bath.

As a central team of public engagement professionals, we work with researchers covering doctoral to professorial level from across the three Faculties (Engineering & Design, Humanities & Social Sciences and Science) and the School of Management, to support them to develop their own practice in engaging public groups with their research.

We manage several schemes that support colleagues to build their skills and expertise in public engagement with research. This includes; managing a number of engagement opportunities such as the [FUTURES Festival](#), running the annual [Engage Grants](#), offering

help, advice and guidance on research grant applications, organising the [Vice-Chancellor's Engage Awards](#), hosting a variety of training workshops and offering professional development opportunities.

You can find out more about our work from this [Public Engagement Unit Overview document](#).

About you

You do not have to have worked in higher education before. We are looking for someone who believes in the value of participation and participatory practice and who can interact with people in a manner that builds mutually beneficial relationships. To be successful in the role we're looking for people who possess the following attributes:

- Possess a positive and constructive attitude
- Ability to think creatively with originality and insight
- Diplomatic, and willing and able to negotiate to achieve win-win / mutually desired outcomes in a timely manner
- Willingness to challenge the status quo in how things are done to develop and deliver activity that results in positive outcomes and based on stakeholder needs

If this sounds like you, we'd love to hear from you.

Job description

Job Title	Project Officer (ParticipatoryResearch@Bath)
Reports to	Deputy Head of Public Engagement
Terms of contract	Part-time (21.9 hours/week) Fixed term for eight months (December 2023 to July 2024) with very high likelihood of extension until July 2025
Salary	£28,929, to £35,308 pro-rata (£17,357 - £21,184)
Location	University of Bath and remote
Full terms of employment	bath.ac.uk/guides/terms-and-conditions-grades-6-9-excluding-academic-staff/

Overview

The Project Officer (ParticipatoryResearch@Bath) will support the development and delivery of programmes and activities of the *ParticipatoryResearch@Bath* project by working collaboratively with new and existing community stakeholders and staff at the University of Bath. This postholder will work with the Project Manager (ParticipatoryResearch@Bath) and the Head of Community Engagement to develop relationships with communities across Bath and North East Somerset to encourage a shift in the ways in which public voice and knowledge is valued and supported at the University of Bath.

Key responsibilities

- Support the Project Manager (ParticipatoryResearch@Bath) and Head of Community Engagement in developing and delivering activities with and for communities
- Working with the Head of Community Engagement to develop and maintain relationships with community groups from across Bath and North East Somerset
- Support the Deputy Head of Public Engagement in planning and delivering a programme of activities including (but not limited to); grant schemes, training and evaluation activities
- Act as a public and community engagement adviser to the wider University community supporting activities that meaningfully involve people and public groups in research
- Provide administrative support for the *ParticipatoryResearch@Bath* project e.g. booking rooms, updating briefing documents, liaising with the catering and audio-visual teams, sourcing travel/accommodation and updating, collating and printing materials
- Develop and deliver a range of communication materials and channels for internal and external audiences
- Collate, store, and analyse evaluation data for the *ParticipatoryResearch@Bath* project

Person specification

Criteria	Essential	Desirable	Assessed by		
Qualifications			Application	Interview	Task
Good level of general education; educated to A-level (or equivalent) or above	X		X		
Experience/Knowledge					
Engagement practice. Experience of working to develop and deliver activities with/for diverse communities in a wide range of different settings. This could include but not limited to public, community, stakeholder, and patient engagement	X		X	X	
Event management. Significant experience of the end-to-end organisation, promotion and delivery of activities and events	X		X	X	
Professional development. Some experience of supporting the professional development of others	X		X	X	
Digital platforms. Experience of working with a range of event management tools and platforms, such as CRM, databases, Mailchimp, Eventbrite, Microsoft Teams, Zoom	X		X		
Communications. Experience in writing and editing published content e.g. website, blog or newsletter	X				X
Skills					
Organisational skills. Excellent organisational skills with experience of prioritising a varied workload and meeting deadlines using own initiative and with minimal supervision.	X				X
Administrative skills. Excellent administration skills with a high level of accuracy and attention to detail.	X		X		X
Interpersonal skills. Good at building and managing relationships with a wide range of stakeholders external and internal to an organisation	X			X	
Communication skills. Ability to communicate confidently at all levels of the organisation in writing and verbally.	X			X	

How to Apply

Applications for this post is via the University of Bath Recruitment Portal

<https://www.bath.ac.uk/jobs/KW11181>

The process involves registering with the portal, entering your personal details, giving details of your education, employment history and two referees. As part of the application, you will also be asked to give details of how you meet the top three essential knowledge / experience and skills criteria and an additional question outlining how you meet the other essential criteria.

Applications

We want everyone who believes they meet the person specification to feel comfortable and confident applying for it. It is our responsibility to make the application process accessible - if you require this pack or any further information that will support you applying in a different format or would like to apply in a different way, please email the Public Engagement Unit on public-engagement@bath.ac.uk.

All shortlisted applicants will be contacted. We will contact you by Wednesday 20 December 2023. We are sorry that we are not able to offer individual feedback to applicants who are not shortlisted.

We want our interview process to be rigorous, open and friendly. We will send interviewees our questions and the names of the panel members in advance of the interview (a mix of staff from the Public Engagement Unit, University of Bath academics and an external organisation). If you have any access needs for the interview, we will meet them.

We will offer individual feedback to all unsuccessful candidates who made it through to the interview stage.

If you have any questions about the University or the Team, the role, the application process or the interviews, please contact us on public-engagement@bath.ac.uk to request an informal chat with Helen Featherstone, Head of Public Engagement or Dean Veall, Deputy Head of Public Engagement. Alternatively send us an email to sign up for a Zoom one-hour drop-in session on Wednesday 29 November at 12pm by emailing us on public-engagement@bath.ac.uk.

Key dates

Application deadline: Sunday 10 December 2023, 11.59pm

Shortlisting complete: Friday 15 December 2023

Interview date: Thursday 18 January 2024