Network Facilitator

Education

Closing date: 20 April 2018

Interview date: to be confirmed

Vacancy reference: 6567
INTRODUCTION

The vacancy is for a Network Facilitator to work on a Leverhulme International Network Project. The title of the project is ‘Youth Activism, engagement and the development of new civic learning spaces’.

The project team will:

- explore the meanings of youth activism and engagement to young people, professionals/policy makers; patterns of participation across individuals and groups; and, how education may promote forms of civic activism and engagement congruent with democratic pluralism in a range of different socio-political contexts. In comparative perspective, (Australia; Canada; Singapore; Hungary; Lebanon; UK;)

- explore the changing experiences of youth activism and how these experiences influence education and youth policy and practice

- organize academic seminars, workshops and events involving a range of contributors (politicians, activists, teachers, community-based educators and academics).

The Network Facilitator will under the direction of the PI and in liaison with members of the research team help ensure the smooth running of the project by undertaking a range of activities including monitoring financial matters, making practical arrangements for travel, meetings and accommodation and subsistence; monitoring the project schedule; developing web pages and other communication formats to ensure effective dissemination; liaising within the University, across the project staff and project participants with the funder to ensure good communication and effective quality assurance.
Main purpose of the role

To carry out a range of administrative processes in order to facilitate the smooth running of a Leverhulme International Network Project. The title of the project is ‘Youth Activism, engagement and the development of new civic learning spaces’.

Key responsibilities

The role holder will:

• Monitor the project timetable and track progress of the project, liaising with the PI, to ensure that deadlines for key targets and deliverables are met;

• Ensure the flow of good communication within the university and between project partners and participants;

• Monitor project finances and income/expenditure against budgets and advise project staff accordingly so that efficiency and effectiveness are achieved. Specifically to produce financial reports for the Principal Investigator (PI) at 3 month intervals and at the end of each year (and at any other required times) in the form required by the university and by the funder;

• Day-to-day financial administration of the project including raising purchase orders and liaising with Department Finance Officer for timely issue and payment of invoices;

• Attend and to take minutes at relevant project meetings to maintain an accurate record of key ideas and issues discussed;

• Analyse, manipulate and interpret information in order to contribute to the compilation of detailed summary reports and communications;

• Assist in the preparation and presentation of relevant project documentation; ensure the timely dissemination of information to the appropriate people;

• Manage the dissemination of project ideas (electronically through Facebook and twitter; by establishing a project database of interested parties);

• Assist in organising all aspects of key note visits, meetings events, workshops, and conferences including booking travel, accommodation and room hire, as required;

• Provide effective and efficient administrative support to senior colleagues, including the co-ordination of diaries, arranging and servicing meetings, filtering enquiries, drafting and preparation of documentation and organisation of travel/events;

• Contribute to quality assurance discussions;

• Manage and develop project web pages updating content using the University’s CMS;

• Develop an excellent understanding of departmental/ university administrative processes, liaising with the Department Finance Officer as required, and responding to queries from colleagues and external customers;

• Contribute to the development of office administrative systems, carrying out administrative processes and ensuring controls are in place to ensure accuracy and timeliness;

• Undertake any other duties that fall within the scope of the job, as allocated by the line manager following consultation with the post holder.
## PERSON SPECIFICATION

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<th>Essential / Desirable</th>
<th>Qualifications</th>
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<tr>
<td>Essential</td>
<td>A general education to include 5 GCSE passes at Grade C or above (including Maths and English), or an equivalent educational qualification, or relevant experience</td>
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<th>Knowledge</th>
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<td>Essential</td>
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<td>Thorough knowledge of administrative procedures and processes used in a busy office within a large complex organisation</td>
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<td>Knowledge of office accounting processes</td>
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<td>Knowledge of a full range of MS office applications particularly Word, Excel, Access, PowerPoint and online media</td>
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<th>Skills, abilities and competencies</th>
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<td>Essential</td>
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<td>IT skills, with the ability to use Microsoft Office, particularly Word, Excel, Access, PowerPoint, and the ability to create &amp; maintain web pages and online media</td>
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<td>Ability to communicate effectively with a wide range of people, orally and in writing</td>
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<td>Numeracy &amp; literacy skills with the ability to monitor expenditure against a financial account/budget and provide financial reporting</td>
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<td>Competent in the design and production of a range of information and promotional documentation and literature</td>
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<td>Ability to prepare agendas and minute meetings</td>
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<td>Competent in diary management, with the ability to plan and organise meetings, events, workshops and conferences</td>
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<td>Ability to monitor income and expenditure against a budget, and maintain accurate records</td>
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<td>Ability to effectively organise and prioritise own work and follow procedures in order to produce work to a high standard, to required deadlines</td>
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# PERSON SPECIFICATION

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<th>Experience</th>
<th>Essential / Desirable</th>
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<tr>
<td>Experience of working in an administrative role in a busy office within a large complex organisation</td>
<td>Essential</td>
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<td>Experience of analysing data and presenting summary information in a clear and concise format</td>
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<td>Experience of organising events &amp; meetings</td>
<td>Essential</td>
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<td>Experience of providing an excellent standard of customer service</td>
<td>Essential</td>
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**Personal attributes**

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<td>Able to work as a member of a team</td>
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<td>Able to work flexibly, under pressure and to tight deadlines</td>
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<td>Able to take a pro-active approach to work</td>
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The Department of Education

The Department of Education is one of the six founding departments of the University of York and, like the University, celebrated its 50th anniversary in 2013. The Department has undergone significant growth in the last six years, and currently has 41 academic and teaching staff and 14 support staff. It registers over 700 students per annum, with approximately two-thirds at postgraduate level. The Department now has one of the largest graduate schools of education in the UK.

The Department was ranked in the top ten of Education departments in the country for the proportion of 4* world leading research and was rated in the top ten for the impact of its 3* and 4* research in the Research Exercise Framework 2014. The Department also routinely achieves a high level of external recognition for its teaching. For example, our single honours undergraduate programmes achieved an average of 99% overall satisfaction in the 2014 National Student Survey.

In 2014 the Department became one of only 17 departments in the country to have achieved Bronze level in Equality Challenge Unit’s trial gender equality charter mark, designed to address gender imbalance and underrepresentation in the arts, humanities and social sciences in higher education: http://www.york.ac.uk/news-and-events/news/2014/gender-equality/

Further information about the Department can be found at: http://www.york.ac.uk/education/

Research

The Department’s research focuses on two dimensions of educational activity. One is research on the impact of policy on practice and institutional effectiveness. The other is research with a view to improving practice and the understanding of learning processes, including the evaluation of educational interventions. The Department’s research centres focus on language learning and teaching, science education, social justice in education, and psychology and education. The Department also has particular expertise in systematic reviews and citizenship education. Further detail of the work of each of the Department’s research centres may be found at http://www.york.ac.uk/education/research/.
The University of York

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and are ranked 16th in the Times & Sunday Times league table (2017). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain's best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King's Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6567
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 20 April 2018.

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to ian.davies@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835