N8 AgriFood Events and Marketing Manager
Department of Biology

Closing date: 6 February 2019
Interview date: 19 February 2019
Vacancy reference: 7322
INTRODUCTION

N8 is a partnership of the eight most research-intensive universities in the North of England: Durham, Lancaster, Leeds, Liverpool, Manchester, Newcastle, Sheffield and York. In March 2015 the N8 Research Partnership secured multi-million pound funding from HEFCE, the Higher Education Funding Council for England, to develop its N8 AgriFood Resilience Programme.

This multi-disciplinary initiative aims to transform food security research in the UK. The programme builds upon on the N8’s research strengths in science, engineering and the social sciences to address key global challenges in food security, including sustainable food production, resilient food supply chains, and improved nutrition and consumer behaviours.

We are looking for an experienced events and marketing manager to join the N8 AgriFood Secretariat to provide strategic and operational coordination of events and engagement activities across the programme. Working closely with the N8 Communications Manager you will coordinate and deliver events and collaborate on the development of related social media strategies and marketing material and publications. You will lead the organisation and delivery of the N8 AgriFood annual conference showcase event in October 2019, expected to reach numbers in the region of 300 people.

This post is available on a fixed-term basis until April 2020. It is also available as a secondment opportunity if appropriate.
Main purpose of the role

Reporting to the Operations Director and working closely with the Secretariat Team as a whole, the Events Manager will provide strategic and operational coordination of events and engagement activities with businesses and other key stakeholders, such as farmers, policymakers, voluntary sector organisations and key influencers. Working closely with the N8 Communications Manager you will coordinate and deliver events and collaborate on the development of related social media strategies and marketing material and publications. You will lead the organisation and delivery of the N8 AgriFood annual conference showcase event, expected to reach numbers in the region of 300 people.

Key responsibilities

- Lead the practical organisation of events and meetings that are aligned to the N8 AgriFood impact framework such as internal and external meetings, policy events, public engagement events, visits and seminars. Respond to the need for any additional events as they arise.

- Lead the organisation and delivery of the N8 AgriFood annual conference in October 2019 including management of the event website

- Ensure the delivery of planned policy events across the N8 institutions

- Support and foster a diverse network of collaborators and partners engaged with N8 AgriFood events and identify key opportunities for influence through such activities. Using and building upon the extensive existing contacts of the academic staff involved in N8 AgriFood, target and engage key policymakers, businesses, voluntary sector organisations and influencer for relevant events

- Working together with the N8 Communications Manager, promote N8 AgriFood events via social media, coordinate website content and produce relevant marketing materials

- Provide high-level professional support for the Academic Director and Operations Director and senior programme leaders in achieving the strategic aims of the impact framework, in a manner consistent with the strong collaborative ethos of the programme

- Work closely with the Grants & Finance Coordinator, who will administer the finances of the AgriFood Programme, to prepare and manage event budgets and expenditure

- Represent N8 AgriFood within the N8 Consortium, nationally as required
## Essentials/Desirable

### Qualifications

- University degree or equivalent knowledge/experience in an events leadership role
- Minimum GCSE A-C in Mathematics and English or equivalent
- Evidence of commitment to ongoing professional development

### Knowledge

- High level of knowledge in the use of all standard Microsoft Office applications (or equivalent software/systems)
- An understanding of excellent customer service standards
- Knowledge of agri-tech and agri-food business sector
- Knowledge and understanding of digital communications channels including websites and social media

### Skills, abilities and competencies

- Able to present strategic objectives and a clear vision to a variety of internal and external audiences, verbally or in writing
- Able to build good working relationships and liaise at all levels within and outside N8 AgriFood
- Able to build networks within and outside the institution to maximise opportunities for the N8 Agri-Food
- Excellent planning and organisational skills for meetings & large scale events, workshops and conferences
- Excellent interpersonal and communication skills
- Able to work to tight deadlines; to handle multiple projects and operational duties simultaneously; to balance and prioritise workload within these and manage expectations of stakeholders
- Ability to work on own initiative, with minimal supervision, but to recognise when to seek advice from others
- High level of written English and numeracy
- Pragmatic and effective negotiation skills
- Skills in using social media
## PERSON SPECIFICATION

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<th>Experience</th>
<th>Essential/Desirable</th>
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<td>Experience of leading and implementing the delivery of events (for up to 300 people) and the related project management skills</td>
<td>Essential</td>
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<td>Experience of collaborating with a range of stakeholders</td>
<td>Essential</td>
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<td>Experience of working with and/or in Agri-Food and Agri-Tech companies and organisations</td>
<td>Desirable</td>
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<td>Experience and competence in website design and maintenance</td>
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<td>Experience of creating/editing engaging content for the web, print publications and social media campaigns</td>
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## Personal attributes

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<tr>
<td>A proactive, energetic, professional and thorough approach to work and project delivery</td>
<td>Essential</td>
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<td>A broad outlook able to reconcile the cultures of academia, industry and the public sector</td>
<td>Essential</td>
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<td>Able to establish and nurture productive working relationships across large and structurally complex organisations</td>
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<td>Able to communicate and persuade with clarity and enthusiasm</td>
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<td>Friendly, tactful and culturally aware</td>
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<td>Confident, professional and able to work as part of a team</td>
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THE DEPARTMENT

Our department welcomes staff and students from around the world. We celebrate excellence, breadth and diversity across the spectrum of modern biology.

Our research is focused around fundamental science research foci, which are Cell and Developmental Biology, Molecular and Cellular Medicine, Bioinformatics and Mathematical Biology, Infection and Immunity, Ecology and Evolution, Microbiology, Biochemistry and Biophysics, Cancer and Plant Biology. The Department has successfully continued to establish state-of-the-art laboratory space and a new teaching building opened in Autumn 2016. In the 2014 Research Excellence Framework (REF) exercise, the Department of Biology was again placed in the top 10 in the UK. We are ranked 1st for impact outside academia - our research has had major influence on environmental policy, industry and health. This demonstrates our strengths across the biological sciences: from ecology to biochemistry, biotechnology and biomedical sciences. The Department of Biology covers the spectrum of contemporary biological sciences with no internal barriers, and collaboration internally and externally is strongly encouraged. Our Department comprises >70 academic and teaching staff, >100 research associates, >140 professional support staff (technical and administrative), 180 graduate students, and approximately 860 undergraduates.

The Department places high value on its research-led undergraduate teaching which is reflected in our performance in university league tables and the National Student Survey (NSS). The University holds a Gold Teaching Excellence Framework (TEF) award and we are preparing for departmental TEF awards in 2020. Our staff are committed to delivering high-quality teaching and developing and applying innovative and appropriate teaching techniques using material which creates interest, understanding and enthusiasm amongst students. Staff carry out on-going curriculum review, the review of module content and materials and contribute to the development of teaching and learning strategies.

We currently offer the following degrees within the Department:

- BSc/MBiol Biology
- BSc/MBiol Ecology
- BSc/MBiol Genetics
- MSc Biodiversity, Ecology and Ecosystems
- BSc/MBiochem Biochemistry
- BSc/MBiol Molecular Cell Biology
- BSc/MBiol Biotechnology and Microbiology
- MSc Industrial Biotechnology
THE DEPARTMENT

• BSc/MBiomedSci Biomedical Science
• MSc Molecular Medicine
• MSc By Research
• MPhil
• PhD

The department is strongly involved with two prestigious Doctoral Training Partnerships (DTP); the White Rose Doctoral Training Partnership in Mechanistic Biology (BBSRC) and Adapting to the Challenges of a Changing Environment (NERC). The former brings together the very best molecular, chemical and cellular bioscience research across the White Rose Consortium of Universities (Leeds, Sheffield and York), while the latter encompasses environmental, ecological and evolutionary research across the Universities of York, Sheffield and Liverpool, together with the Centre for Ecology and Hydrology. Students benefit from PhD training programmes with interdisciplinary collaboration at their core. This enables students to develop a range of research skills in biological, biochemical, ecological and environmental areas as well as equipping them with core mathematical, data analysis and generic professional skills that are necessary for bioscience research in the coming decades.

As befits a department of our size, we have extensive professional support services which underpin our teaching and research. This includes teams in operational services; horticulture; stores and logistics and teaching laboratory technicians. We provide excellent biological services facilities and mechanical and electronic workshops. We also have administration teams which cover; Health and Safety; Research support to assist with external funding proposals for research activities; a Student and Academic Services team in place to support academic staff and students; a core Department Management Team Hub who support a broad range of administrative processes in order to facilitate the smooth running of departmental activity.

We also have our Bioscience Technology Facility which is a unique resource providing a purpose-built facility for our world-class scientists and technologists working across six bioscience research capabilities. Collectively it brings together a unique range of expertise and equipment, and is recognised as a leading example of how to provide research support in the 21st Century. The focus is on six core areas: Bioinformatics, Genomics, Imaging & Cytometry, Molecular Interactions, Protein Production, and Proteomics. The Department has a dedicated bioinformatics support team within the Technology Facility who can provide help and assistance with a wide range of bioinformatics software.
THE DEPARTMENT

The Department of Biology operates a set of family-friendly policies and welcomes applications that are made on a part-time and job share basis. We will do our best to accommodate such requests where possible. Staff working patterns are flexible and a formal flexitime system is also in operation and the University has a nursery on site. We are proud to foster a supportive culture that helps staff and students reach their full potential and we embrace equality, diversity and inclusion as well as the values of the Athena SWAN Charter in all our departmental activities. Our philosophy is that poor working practices discriminate disproportionately against women whereas good practices support all. We have a Gold Athena SWAN award in recognition of our culture, ethos and activity.

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The University

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 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](http://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 7322
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 6 February 2019.

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 Anthonia James, Operations Director of N8 AgriFood Programme on 01904 328768 or anthonia.james@york.ac.uk

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

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