Project Coordinator

**Department:** Education

**Hours of work:** 37 hours per week

**Contract type:** Fixed term for up to 24 months

**Salary:** £26,341 - £32,344 per year
Introduction

The position of a Project Co-ordinator has become available for 24 months from January 2023 at the Hungry Mind Lab (www.hungrymindlab.com) at the Department of Education at the University of York. The position is to support a research project awarded by the Nuffield Foundation to Prof Sophie von Stumm. The project’s aim is to study the role of children’s early-life language experiences in the transmission of family background inequality, and to disseminate the findings to various research stakeholders. The research focus is on understanding children’s developmental differences and charting how their early-life language experiences influence their later educational achievement and socio-emotional skills. This role would suit someone with a background in children’s early life development, language learning, or family inequality studies, with an interest in developing strong statistical skills, and the aim to complete a PhD in a social science discipline.

Main purpose of the role

The Project Coordinator will support Prof Sophie von Stumm and a post-doctoral research fellow (to be appointed) in all research tasks and the day-to-day running of the project. The Project Coordinator will receive training for each task and be supervised and supported throughout by Prof Sophie von Stumm and the project team.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

1. Role Specific Responsibilities
   - Assisting with (a) preparing analyses of transcripts of naturalistic speech samples (e.g., quality control, rating dialects, archiving), (b) preregistering the analyses (e.g. collating information on available variables), (c) populating the project’s open science framework pages (e.g. uploading documents, checking links, maintaining the project website; ensuring compliance with data management plans), and (d) preparing manuscripts (e.g. checking references, formatting, uploading into various depositories).
   - Administer and coordinate designated aspects of the project throughout the project life cycle from initiation to successful conclusion, using project management software/applications
   - Conduct literature/data searches, and extract, collate or summarise data; undertake some desk-based searches or other investigation under the direction of the project leader/project manager
   - Undertake comparative sampling of articles, data sets, etc and/or assist with the compilation/analysis of questionnaires
   - Organise appointments, meetings, seminars, workshops, etc, and acting as point of contact for visitors. This includes organising the meetings of the project’s Advisory Group (in person and via video conferencing), including producing meeting notes and protocols; organising meetings with the research stakeholders (i.e. identifying and contacting relevant charities and policy makers, scheduling meetings).
   - Facilitate communication/liaison between project team members and other key stakeholders, in order to explain the project concept and obtain required materials and to ensure that the project is delivered in line with agreed milestones and objectives
   - Write and prepare summaries of meetings/workshops, interim reports/papers, minutes, etc
   - Maintain the project manager’s documentation collection; proof-read papers, reports and publications in terms of presentation; responsible for filing and organisation of project documentation.
   - Develop and manage informational databases, project web pages and sub-websites.
● Assist the project team members by undertaking preliminary analyses of data and/or organising data into appropriate formats and/or compiling data into reports.

● Coordinating media enquiries

2. University of York Responsibilities for Grade 5

Service and Operational Delivery
● Undertake day to day decision making for operational aspects of service or delivery, within a designated area of responsibility.
● Deliver services to standards set by others, using initiative and independent action to meet service needs.
● Manage the resolution of escalated issues or queries where the answer requires consideration and application of judgement.
● Where appropriate, solicit customer views on the nature and quality of the service provided.
● Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.
● Act as a supportive and encouraging member of a team. For roles at this level with supervisory responsibilities, demonstrate compassion and give advice on commonly occurring wellbeing issues.

Continuous Improvement
● Monitor and review service or operational delivery in conjunction with line manager, recommending / implementing improvements to process, service or governance.
● Contribute to and/or initiate the development and improvement of methods of service delivery.
● Research, analyse and interpret data/findings, using standard methodologies to identify opportunities for improvement. Where appropriate, independently identify and source additional information for consideration.
● Proactively identify opportunities for building new personal knowledge and skills for self and others.

Specialist Contribution
● Provide detailed advice to internal and external stakeholders on service-specific policies, procedures and regulations.
● Carry out investigations, searches and research information and data to identify trends and patterns.
● Analyse data and statistics and provide reports for higher level decision makers.
● Provide expertise to support compliance with legislation and statutory duties.

Collaboration and Communication
● Establish, maintain and develop productive and ongoing relationships with colleagues across the University, to support service delivery and issue resolution.
● Contribute to business meetings, working groups and committees to enable efficient service delivery and manage stakeholder expectations.
● Engage with external peers and specialists to exchange knowledge and information.
● Use a range of digital media and tools to communicate with a diverse range of key stakeholders.
● Collaborate with team members to identify and implement service improvements or alterations.

Governance and Oversight
● Implement and monitor recognised procedures to ensure compliance.
• Provide training to team members on procedure e.g. data handling and recording.
• Ensure accuracy by implementing recognised and routine checks, assessment criteria and techniques.

Planning and Organisation
• Plan and organise own workload (and, where applicable, the workload of team members) to manage short term fluctuations and changing priorities.
• Contribute to longer term plans/programmes of work.
• Plan and organise small scale projects.
Person specification

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<th>Role Specific</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Undergraduate degree in psychology, genomics, education or a related discipline</td>
<td>Essential</td>
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<tr>
<td>Masters’ Degree</td>
<td>Desirable</td>
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<td>Knowledge of SPSS</td>
<td>Essential</td>
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<tr>
<td>Knowledge of statistical software packages (e.g., R)</td>
<td>Desirable</td>
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<tr>
<td>Requirements of good project co-ordination and administration</td>
<td>Essential</td>
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<tr>
<td>Able to work as part of a team but also independently</td>
<td>Essential</td>
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<tr>
<td>Knowledge and understanding of the methodological and statistical principles of quantitative psychology, education, and language research</td>
<td>Essential</td>
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<tr>
<td>Knowledge of handling transcripts of naturalistic speech samples</td>
<td>Desirable</td>
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<td>Working with online tools (e.g. Open Science Framework, youtube)</td>
<td>Desirable</td>
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<td>Working with video equipment/ preparing public engagement materials</td>
<td>Desirable</td>
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**University of York Person Specification for Grade 5**

**Qualifications:**

Level 3 qualification. (Qualifications at this level include A levels. Please [view the full list](#). We also welcome applicants with equivalent non-UK qualifications or equivalent professional experience.

**Skills - demonstrates the ability to:**

- Manage small-scale projects                                              | Essential             |
- Gather, analyse, interpret and report data/information                   | Essential             |
- Use digital technologies including Google applications and/or Microsoft Office | Essential             |
- Communicate effectively in verbal and written formats, including the use of a variety of digital tools | Essential             |

**Behaviours:**

- Works collaboratively with others                                         | Essential             |
- Delivers a quality service                                                | Essential             |
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<th>Develops self and others</th>
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<td>Actively champions respect, inclusivity, equality and diversity</td>
<td>Essential</td>
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<td>Identifies and implements continuous improvement</td>
<td>Essential</td>
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