



**Community Research Network Coordinator
Job Description**

Job Title	Community Research Network Coordinator
Responsible To	MDA Director, Management Committee and Belfast Community and Innovation Network (BCRIN)
Salary	£44,440 per annum (Gross)
Length of Contract	60 months
Hours	38 hours
Anticipated Start Date	3 rd March 2025
Summary of Responsibilities	<ul style="list-style-type: none"> • Oversee planning and implementation of network activities. • Facilitate communication among BCRIN members and partners. • Manage Community Research and Urban Innovation Funds. • Organise Connect engagement activities like workshops and seminars. • Maintain communication channels (newsletters, social media). • Collaborate on the Impact Lab to monitor progress and outcomes. • Expected Contributions: • Facilitate cross-sector collaboration and knowledge exchange. • Enhance community and stakeholder engagement. • Ensure efficient grant administration and transparency. • Increase BCRIN's visibility and impact through effective communication.

Funded by UKRI and the Young Foundation the Belfast Community Research and Innovation Network (BCRIN) aims to address urban challenges in inner-city Belfast through a community-driven and inclusive innovation approach. Operating as a counter-infrastructure to conventional urban frameworks, it prioritises the knowledge and lived experiences of working-class communities. BCRIN represents six inner-city communities (Market, Sandy Row, Donegal Pass, Shankill, Grosvenor, and New Lodge), potentially impacting over 30,000 residents.

Main purpose of job

Responsible for providing a highly professional and comprehensive organising, research support, communications and administrative service to the BCRIN . Assisting community and academic partners in the development, implementation and coordination of a research network across 6 inner city communities in Belfast. As part of the BCRIN team the holder of this post will support the infrastructure, processes and procedures, which are required to develop and manage this network.

The post holder will report to the Director and Management Committee in Market Development Association. The post will be located in the Market Community but will work with all 6 communities in the network and Queen's Communities and Place, Queen's University Belfast.

Key Duties:

1. Oversee planning and implementation of network activities.
2. Facilitate communication among BCRIN members and partners.
3. Manage Community Research and Urban Innovation Funds.
4. Organise Connect engagement activities like workshops and seminars.
5. Maintain communication channels (newsletters, social media).
6. Collaborate on the Impact Lab to monitor progress and outcomes.

Expected Contributions:

- Facilitate cross-sector collaboration and knowledge exchange.
- Enhance community and stakeholder engagement.
- Ensure efficient grant administration and transparency.
- Increase BCRIN's visibility and impact through effective communication.

Summary of work responsibilities and personal duties

Provide high quality and pro-active organising and administrative support for the BCRIN. This will involve acting independently based on sound professional knowledge and experience of all associated systems and procedures.

Manage and coordinate all project work relating to the BCRIN.

Provide administrative support to all meetings and committees relevant to BCRIN.

Maintenance and financial administration of the budget, including provision of advice on budgeting processes, monitoring spend against budget, maintaining appropriate financial records, monitoring accounts and highlighting any necessary corrective action; responsibility for processing of orders for and payments to all six community partners as well as travel arrangements on behalf of community partners when travelling on BCRIN business.

Supervise the set up and maintenance of BCRIN social media accounts to ensure it acts as a dynamic relevant hub and manage social media calendar to ensure regular content is scheduled.

Review and monitor objectives within own area of work and of the professional services team supporting the programme; identify areas for improved efficiencies and continued professional development.

Undertake any other relevant duties required to fulfil the needs of the post.

Liaise effectively with community and academic partners to review and implement relevant areas of development for the network. Co-ordinate work plans in conjunction with the programme team, monitor implementation and feedback outcomes to assist with the next planning cycle.

Attend and service governance meetings.

Planning and Organising:

Use initiative, based on knowledge and experience, to work with community and academic partners to agree and implement plans to address the strategic goals of the funder. In doing so, determine priorities and resolve conflicts so that targets and deadlines are met.

Prioritise own workload in line with network priorities and ensure that resources are available to meet network goals.

Resource Management Responsibilities:

Ensure adequate systems are in place to support and manage work related to the network and all partners.

Administer systems to ensure programme equipment and resources are managed and well maintained.

Internal and External Relationships:

Establish and develop effective working relationships with key people within community partner organisations.

Establish and develop effective working relationships with QUB colleagues across the University including QCAP, Comms and Innovation Centres to ensure and maintain effective lines of communication.

Essential Criteria:

A third level qualification OR significant relevant experience in a community organising role.

At least 4 years' relevant work experience to include experience of:

Providing direct support to a group or network on a range of complex and confidential matters.

Servicing a range of committees, including minute taking, drafting agendas, collating and/or preparing reports, and ensuring actions are implemented.

Management of diary/appointments and administration of financial accounts including procurement, budget planning & monitoring using Excel.

Working effectively with key stakeholders, both internal and external.

Demonstrable experience of project management, implementation and evaluation.

Demonstrable experience of working in and across working class communities.

Organisational and time management skills.

Excellent communication skills (both verbal and written) including the ability to deal with sensitive situations.

Good interpersonal skills, with the ability to work effectively with a range of relevant stakeholders.

Ability to work on own initiative, as part of a team and to lead a team as required.

IT literacy and up to date knowledge of relevant computer packages and information systems (MS Office, Email, Microsoft Teams etc).

Demonstrate knowledge of data protection principles, data management and data confidentiality.

Effective organisational, planning and time management skills, and ability to plan and organise short-term activities and events, ensuring work is completed to the required timescales and standards.

Demonstrate ability to work effectively both as part of a team and independently, to use and act on own initiative to make balanced decisions.

Demonstrate ability to work under pressure to meet challenging deadlines.

Demonstrate ability to respond to new challenges.

Ability to deal with sensitive and confidential matters.

Demonstrate commitment to post.

Willingness to work irregular hours as required in accordance with the needs of the post.

Financial management and budgeting experience

Project reporting

A willingness to travel for Network related business e.g. UKRI/Young Foundation Intra-network events, conferences etc.; and to organise the necessary travel arrangements on behalf of the Network

DESIRABLE CRITERIA:

1. Degree/ Third Level Education Qualification in Community Development / City Planning /Urban Regeneration
2. European Computer Driving License (ECDL).
3. Experience of working in a research environment.

The duties and responsibilities outlined in this job description are not exhaustive and may be subject to change to meet the evolving needs of the organisation. The postholder may be required to undertake additional tasks that are consistent with the nature of the role. Flexibility

and a willingness to adapt to changing priorities are essential. This is subject to change at the sole discretion of the business owner.