



IMPACT

Supergen Bioenergy Impact Hub Project Co-Ordinator

Reference: R240026

Grade: 7

Salary: £29,605 to £34,980 per annum (pro-rata, depending on experience)

Contract Type: Fixed Term (31/10/2027)

Basis: Part Time (0.6 FTE)

Job description

Job Purpose:

Aston University has received funding from the EPSRC/BBSRC for an impact focused Supergen Bioenergy hub for a 4-year period until 31 October 2027. The part-time post of Hub Project Co-Ordinator supports the full-time Project Manager in delivery of the Supergen Bioenergy Impact Hub Project by providing support to procure and manage resources, monitor finance and outputs, arrange meetings and project logistics on this large national, multi-partner research project.

Main duties and responsibilities

- ↓ To provide support to the Project Manager in delivering the Supergen Bioenergy Impact Hub
- ↓ To plan and organize project resources in line with the proposal and project management group direction
- ↓ To work with the Project Manager to organize meetings and events at multiple locations in the U.K. and virtually, including booking venues, arranging logistics, managing invites and attendees
- ↓ To co-ordinate meetings with issues of invites, minutes, agendas etc.
- ↓ To make travel and hospitality bookings at internal and external venues for Aston and external staff
- ↓ To support procurement by raising purchase orders and related documents for project activities
- ↓ To monitor financial expenditure and process financial and expense claims
- ↓ To maintain, mailing lists, databases, data management and financial monitoring systems which support the Hub
- ↓ To provide administrative and organisational support to the Project Director and consortium, including procurement, travel management, recruitment and communication support, advertising, publication preparation and printing etc.
- ↓ To maintain records of hub achievements, impact and deliverables
- ↓ To maintain records of publications, outreach activities etc.
- ↓ To undertake any other duty as appropriate to the post.

Additional responsibilities

- ↓ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ↓ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ↓ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ↓ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.
- ↓ The role will involve providing communications support to the Stakeholder Engagement Manager, including social media updates, collating content for and producing the stakeholder newsletter, website maintenance, and updating the CRM (customer relationship management system). The postholder will also support communications activity by managing the shared Supergen inbox.

Person specification

	Essential	Method of assessment
Education and qualifications	First degree in any discipline	Application Form
Experience	<p>Experience of co-ordinating projects.</p> <p>Experience of organizing and co-ordinating events.</p> <p>Experience or knowledge of purchasing and procurement systems</p> <p>Ability to report project activities financially and technically</p>	Application Form and Interview
Aptitude and skills	<p>Good communication skills to relay work in spoken and written media.</p> <p>Good IT skills, including Microsoft Office packages, databases, web and email.</p>	Aptitude Test during Interview process

	Desirable	Method of assessment
Education and qualifications	Project management qualifications	Application form
Experience	<p>Experience of working in the HE sector</p> <p>Experience of using social media, such as Linked-In or Twitter</p> <p>Experience of using WordPress and Mail Chimp'</p>	Application Form
Aptitude and skills	<p>Ability to plan, manage and co-ordinate multiple stakeholders</p> <p>.</p> <p>Knowledge of or interest in low carbon energy and renewables</p>	Interview and application form

How to apply

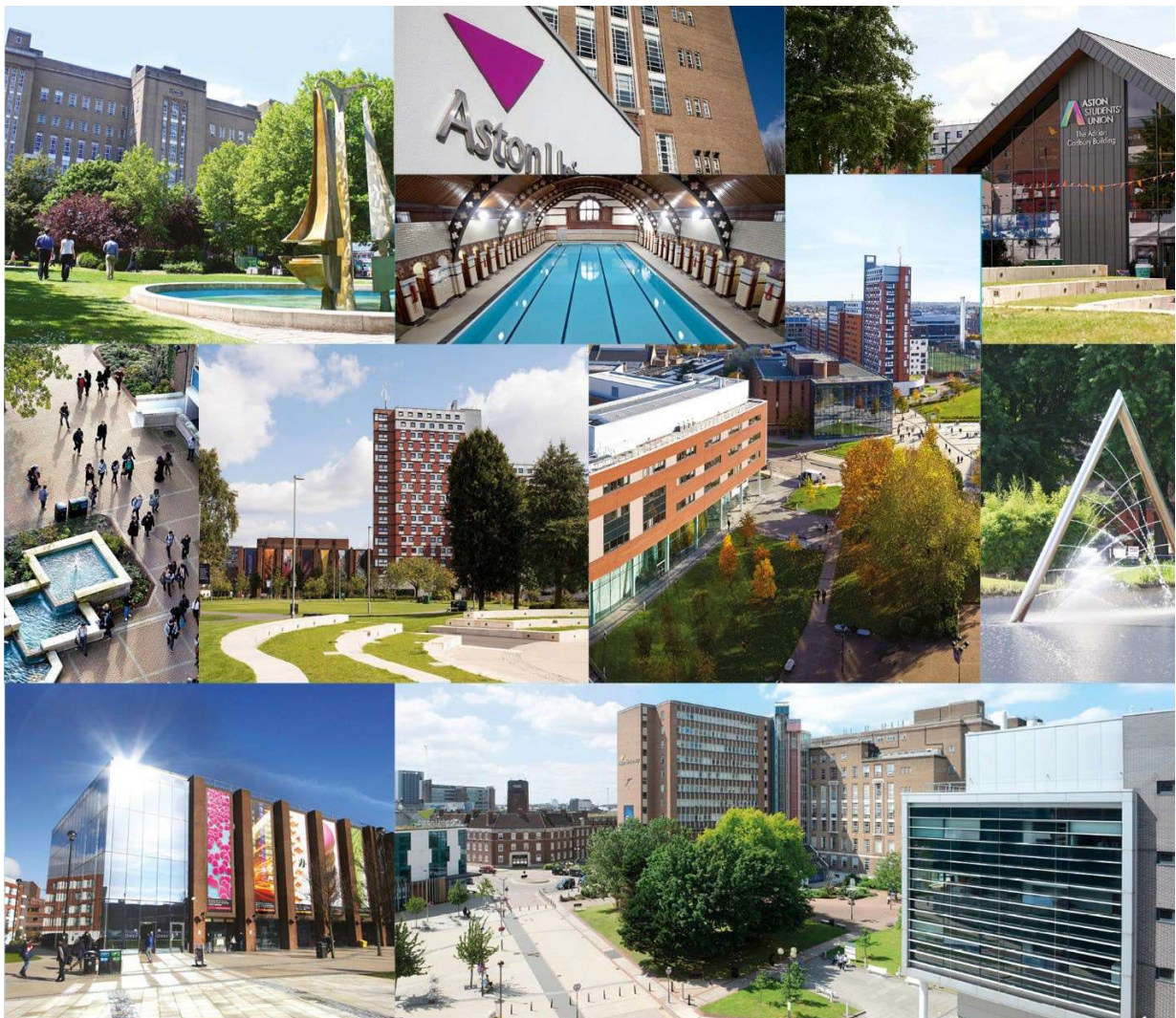
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 on the advertised closing date.

All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Professor Patricia Thornley

Job Title: Director of EBRI

Email: p.thornely@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage

<https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure

that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa

<https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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