



Job Title: BioClocks UK Coordinator
Grade: 7
Salary: £38,205 to £44,263 per annum
Department: Genetics and Genome Biology
Hours/Contract: Full-time fixed term contract to 30 April 2029
Reference: 9517

Role Purpose

You will be the coordinator for BioClocks UK activity, travelling around the UK liaising to generate and stimulate intellectual/research impact, raising the visibility of chronobiological research with key stakeholders and within the wider research community.

You will manage and develop BioClocks UK external communications, including management and evolution of the website, a newsletter and development of tailored marketing/communications materials tailored at specific stakeholders and interest groups.

Main Duties and Responsibilities	% Time
<ul style="list-style-type: none"> Develop and lead engagement strategies with external stakeholders and policy makers by liaising with your PI and co-PIs, ensuring objectives are well-defined and achievable. Research and actively seek out novel opportunities for engagement, showing initiative and creativity to maximise opportunities. Working with your PI and co-PIs, manage, strengthen and catalyse debate and consensus within the UK chronobiology community to develop compelling research messages for outreach and policy change. Engage with external stakeholders (eg government local and national, schools, industry, medical professionals etc) to disseminate the impact that chronobiology could have in their environments, tailoring presentations/communications to a broad range of audiences and across differing platforms, face-to-face and on-line. 	45
<ul style="list-style-type: none"> Lead communications with external media (TV/Radio etc) seeking out development opportunities for mass outreach to the public, liaising with the University press office as required. Manage, develop and maintain the BioClocks UK website, exploring ways to increase overall site visibility with search engine optimisation, accessibility requirements and responsive design with content. Digest BioClocks/Chronobiology research activity, write and design newsletters for dissemination to the research community, stakeholders and outreach articles for the public, with the ability to tailor language as appropriate (scientific/lay) for audience understanding. Manage the BioClocks UK external communications profile; social media, blogs, Youtube, X, Wikipedia etc, review content and ensure responsible posting. 	15
<ul style="list-style-type: none"> Help to organise, manage and raise sponsorship for underwriting the twice-yearly UK Clock Club meetings by liaising with the host for each meeting. Liaise and help organise and seek sponsorship for training events for BioClocks UK researchers. 	20





<ul style="list-style-type: none"> • Manage financial budgets and expenditure for these events in consultation with your PI/co-PIs, ensuring financial regulations are adhered to. • Coordinate/catalyse interactions among research groups that have related interests and develop research themes that are appropriate for collaborative funding. • Keep up to date with relevant chronobiological research that may have translational impact including attending some national chronobiological conferences. • Liaise with other chronobiologically-relevant organisations (eg European Biological Rhythms Society, Society for Research in Biological Rhythms (USA), European Sleep research Society) and generate projects of mutual interest by coordinating our objectives internationally. <p>Professional Development:</p> <ul style="list-style-type: none"> • Be willing to engage in opportunities for your own professional development. <p>Impact and Knowledge Exchange:</p> <ul style="list-style-type: none"> • Network with stakeholders, policymakers, researchers and other chronobiological organisations and disseminate effectively the potential translational impact of chronobiology. <p>Leadership and Citizenship:</p> <ul style="list-style-type: none"> • Guidance to other team members particularly the BioClocks UK Board. • Pro-actively build networks and collaborations. • Providing mentoring and coaching to Early Career Researchers and research students that may wish to pursue their careers in science engagement and outreach. 	20
Internal and External Relationships	
<ul style="list-style-type: none"> • Regular meetings with members of the BioClocks UK board • Liaison with external stakeholders • Communication with international chronobiology networks (see above) 	
Planning and Organising	
<p>You will be required to effectively manage your time to plan your research activity and to deliver on the priorities of the project:</p> <ul style="list-style-type: none"> • Prioritise tasks within agreed work schedules. • Plan to meet deadlines, project milestones and overall dissemination aims. • Adapt daily and weekly plans to accommodate new developments and be flexible to the changing priorities of the BioClocks UK strategy and external opportunities. • Be resourceful in troubleshooting and negotiating assistance when unexpected issues arise • Be able to work independently and prioritise, organise and document your own work. 	
Qualifications, Knowledge and Experience	





Essential

- PhD/postdoc or equivalent in chronobiology or related discipline*.
- Evidence of experience of web development and social media engagement*
- Wide knowledge of chronobiological research*
- Experience both face-to-face and in developing materials for presentations*

***Criteria to be used in shortlisting candidates for interview**

Skills, Abilities and Competencies

Essential

- Willingness and ability to work with internal and external stakeholders
- Excellent communication and presentation skills – written and verbal evidenced by the ability to communicate complex information*
- Able to perform effectively under pressure to demanding deadlines, work independently and prioritise competing demands*
- Ability to generate appropriate dissemination materials tailored to different interest groups*
- Evidence of working effectively as part of a team and the ability to work independently*
- Commitment to Continuous Professional Development (CPD)
- Flexibility and attention to detail, with the ability to work to tight deadlines and manage conflicting priorities
- Proven IT skills, including use of Microsoft Office Word, Excel, PowerPoint*
- Evidence for exceptional organisational skills and numeracy*

Desirable

- Budget management skills
- Broad personal network of contacts in the chronobiology research community

***Criteria to be used in shortlisting candidates for interview**

Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.





Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equity support our efforts to attract a diverse range of high-quality staff and students, and identify our university as a progressive and innovative workplace that mainstreams equity, diversity and inclusion.

