

Job Title: I-REACCH Project Coordinator
Grade: 5
Salary: £26,707 - £31,326 per annum pro rata
Department: Research and Enterprise Division
Hours/Contract: Part-time (17.5 hours per week), fixed term contract until 31 October 2026
Job Family: Management and Administration
Reference: 12787

Role Purpose

The I-REACCH Project Coordinator will support the delivery of the I-REACCH project and will report to the I-REACH Project manager. The post holder will work with the I-REACCH project team to support the delivery of the project, including coordination and facilitation of events and activities.

The post holder will develop, maintain and regularly update the I-REACCH web pages and promote the ongoing activities delivered through the I-REACCH project through ensuring direct engagement with Postgraduate Researchers (PGRs), Research Staff (RS), Early Career Researchers (ECRs), and other Academic staff.

Main Duties and Responsibilities

Service Delivery:

Coordinate delivery of I-REACCH workshops and events

- Coordinate the programme of key events (e.g. workshops and showcase events) with input from the I-REACCH team. Ensure key events provide opportunities for PGRs, RS and ECRs. Support the delivery of workshops and bookings for events and workshops.
- Project manage events (book venues and equipment, arrange catering), liaise with providers/speakers from both within and outside the organisation, and manage their travel and accommodation, where necessary
- Maintain records of attendance and feedback, through surveys and other booking platforms. Evaluate the quality and impact of key events and identify areas for enhancement
- Manage and update the events side of the I-REACCH website
- Co-ordinate public engagement and outreach, including social media presence

Support engagement with the University

- Support the development of communications (e.g. email updates, bulletins, brochures, social media) to and for key stakeholders with input from the I-REACCH team.
- Support engagement of mirror group and stakeholders through provision of networks and forums for engagement. Acting as a secretary and coordinator for these forums as needed.
- Monitor response rates and review and report on engagement and interaction with different communication methods for areas of improvement.





Project Administration

- Monitor shared mailboxes, dealing with emails as appropriate: responding to queries in a timely manner, particularly those related to researcher development, or forwarding to another member of staff, as required
- Manage purchasing and invoicing requirements of I-REACCH team
- Undertaking other duties commensurate with the grade, to support activities within the I-REACCH programme.

Internal and External Relationships

Internal

I-REACCH project team and mirror group as well as the PGR, ECR, and academic community

External

External speakers and content providers

Planning and Organising

- Plan and organise own workload in order to meet the demands of the role in the weeks and months ahead.
- To provisionally plan the calendar of key events over the academic year
- To proactively keep abreast of University and sector activities to assist with planning key events and other team delivery.

Qualifications, Knowledge and Experience

Essential

- Either academic or vocational qualifications, (NVQ 3, A Levels, City and guild or equivalent) and some related experience or substantial relevant work experience in a similar role*
- Experience of dealing with a range of clients face-to-face and electronically, sometimes in quite stressful situations*
- Experience of grasping systems requirements and putting appropriate practices in place quickly
- Experience of writing and designing content for websites*
- Experience of event management or delivery*

Desirable

- Educated to degree level or equivalent qualification
- Understanding of higher education sector, particularly the research landscape and role of postgraduate researchers or postdoctoral researchers
- Understanding GDPR with regards to capturing and retaining data





Skills, Abilities and Competencies

Essential

- Good project management skills
- Effective oral and written skills in order to communicate effectively with staff and students
- Competent in use of standard IT packages (e.g. MS office, presentational software)
- Good organisational skills
- Ability to work accurately and with great attention to detail
- Able to show initiative and work independently
- Competent in working with Microsoft Office, particularly Word, Excel and PowerPoint

Desirable

- Ability to use a range of platforms to conduct surveys and manage event bookings

****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 encouraged 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

Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

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 equality 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 equality, diversity and inclusion.

