



### **In2research Project Coordinator**

<b>Contract:</b>	Full time, fixed term contract until December 2025, with potential for extension
<b>Salary:</b>	£28,000-£32,000 per annum
<b>Reporting to:</b>	Head of Programmes
<b>Location:</b>	Remote with occasional UK travel required for meetings and events

### **About in2scienceUK**

Our mission is to support people from low income backgrounds to achieve their potential and progress to science, technology, engineering and maths (STEM) degrees and careers to become the innovators and pioneers of the future.

To date the charity has leveraged the support of hundreds of researchers to support over 2000 young people from low income backgrounds through a high impact programme involving STEM work placements, workshops and skills days throughout London, the South East, South West, East of England, the Midlands and the North West.

Now, with many of our Alumni looking to the next stage of their lives, we have developed a new innovative programme, [In2research](#), co-developed with UCL and supporting young people from disadvantaged backgrounds to progress to PhDs. With our partner UCL, we have recently been awarded funding to expand the In2research programme to support more young people in STEM, as well as expand the programme into Social Sciences and Arts and Humanities streams. We are seeking an individual passionate about diversity and inclusion to support the delivery of this exciting and expanding programme.

In2scienceUK is dedicated to promoting a diverse and inclusive workforce - a place where we can all be ourselves and succeed. We offer flexible working arrangements to support staff from diverse backgrounds

## **Role Summary**

We are looking for a Project Coordinator to join the In2research team in delivering and expanding a high-quality programme.

This includes planning and overseeing one or more of the In2research subject streams (STEM, Social Science and Arts and Humanities). You will also work with the wider In2research team, both within In2scienceUK, our UCL partner and wider funding partners, to ensure consistency between each programme stream and in the delivery of cross-stream activities. It will require you to organise tasks and resources, as well as manage relationships with partners, participants, volunteers and other stakeholders. This role would suit someone who enjoys running programmes, solving problems, with the ability to be flexible, prioritise tasks and navigate ambiguity.

This role will include:

- Project planning and management of the In2research lifecycle, from recruitment to selection and programme delivery to evaluation.
- Communication with a diverse range of stakeholders including academics, funders, consultants and young people using a range of communication channels.
- Facilitating and coordinating working groups of academics and professional staff at higher education institutions to develop new streams of the programme.
- Supporting the logistics of online and in-person events and activities including workshops, away days, mentoring and placements.
- Managing relationships with participants, mentors and placement hosts.
- Supporting administrative, evaluation and reporting activities.

## **What we are looking for**

As the In2research Project Coordinator you will be someone who is passionate about diversity and the importance of representation in academia. You will enjoy working with young people and have an understanding of the barriers facing people from low socio-economic backgrounds in accessing postgraduate research degrees.

You will be someone who enjoys, and has experience in developing and delivering programmes or projects, alongside developing strong relationships with people. A problem solver, who is able to work efficiently and flexibility within a small team and independently to achieve programme outcomes.

## **Duties and responsibilities**

### **Programme Delivery**

- Lead the development, implementation and delivery of one or more of the In2research programme streams.
- Coordinate participant and mentor recruitment, through email communications, promotion online, in-person via presentations, marketing materials and social media.
- Monitor applications to ensure targets and milestones are met.

- With the project partners and consultants deliver mentor and supervisor training and participant inductions and associated materials.
- Coordinate programme activities including inductions, workshops, mentoring sessions, away days and placements.
- Provide email support for participants, volunteer mentors and placement hosts.
- Develop and maintain close relationships with partners, universities, mentors, placement supervisors and workshop leads.
- Track project performance, managing risk assessments and ensure projects are delivered on time.
- Evaluate project processes/systems to implement improvements and developments to support the delivery of high quality programme experience for participants, mentors and placement hosts.

### **Administrative Activities**

- Ensure the highest standard of record keeping, maintaining accurate, complete, and up to date records in accordance with data protection policy.
- Manage project administration (including all documentation, project evaluations and results measurement and reporting regularly to senior management).
- Support programme governance through minute taking and administrative tasks related to advisory group meetings.
- Attend and contribute to organisation wide meetings as appropriate.

As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder. The post holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by their manager.

### **Person Specification**

#### Essential:

- Knowledge and experience of managing programmes or projects that are people-focussed or educational.
- Experience of developing and delivering events, online and in-person.
- An understanding of social and economic barriers that prevent some young people from progressing to postgraduate research.
- Knowledge and understanding of UK Higher Education and the postgraduate application process.
- Experience of developing and maintaining relationships with internal and external stakeholders.
- Excellent communication and interpersonal skills that adapt to a range of audiences.
- Excellent IT skills to enable the production of appealing and professional documents and engagement with Google Workspace and Monday.com.

#### Desirable:

- Experience of working with universities and academic institutions
- Experience of volunteer management
- Experience of developing online platforms in support of programmes
- Experience of supporting governance and committees

## **Benefits**

At In2scienceUK we practice what we preach by giving all staff opportunities to progress in their careers. You will have the opportunity to develop your own bespoke training and career development plan with guidance from your line manager to get you to the next level from day one.

Although we take our career development seriously we also value work life balance. You will have the opportunity to work flexibly from home, balancing your caring responsibilities, volunteer commitments, hobbies and anything else that makes you happy.

You will have 28 days of annual leave per annum, plus bank holidays.

## **Application procedure**

Please send a CV (max 2 pages) and cover letter (max 2 pages) to [recruitment@in2scienceuk.org](mailto:recruitment@in2scienceuk.org), demonstrating what attracts you to In2scienceUK and how you meet the person specification above.

**Applications close on Sunday 6th February at 23:59 GMT.  
Interviews will be held online.**