

## **SIPR Postgraduate Student Coordinator**

We are seeking to recruit a **Postgraduate Student Coordinator(s)** to support the enhancement and development of the postgraduate student community within the Scottish Institute for Policing Research (SIPR).

### **PG Student Coordinator description**

At SIPR, our Postgraduate Student Coordinators play a vital role in ensuring that the postgraduate community is student-led and student focused. Our coordinators are responsible for engaging the broader postgraduate community and supporting them to make the most of their experience as postgraduate students. The coordinators will be expected to bring students together, while working to organise events and activities that promote SIPR's mission of nurturing and supporting the next generation of policing researchers. The role will also be an essential point of contact and liaison between the SIPR leadership team and the postgraduate community.

This role will be attractive to PhD students who want to gain experience with event planning and delivery, teamworking, and liaising with a wide range of stakeholders. This is also an opportunity to interact with practitioners and network with fellow students and academics across SIPR.

The main responsibilities of the coordinator will be:

- To be the voice of the postgraduate student community and maintain both a physical and virtual environment for the community to interact with one another
- To liaise with the postgraduate community, the SIPR leadership team, the networks and any other external stakeholders as applicable for the delivery of activities
- To assist in the delivery of activities and events to enhance the postgraduate student experience within SIPR
- To engage with the postgraduate community at SIPR to identify training and personal development needs and work with SIPR leadership team and networks to organise and facilitate any training events
- To take ownership of and facilitate the annual SIPR postgraduate symposium, assisting with running the event
- To contribute submissions to the SIPR newsletter and Annual Report
- To help SIPR promote the ongoing work done by the postgraduate community

### **Requirements**

Applicants must be a current PhD student at one of the Universities within the consortium of Higher Education Institutions involved in SIPR and be conducting their PhD research into any area of policing or that has implications for policing.

The coordinators will be expected to have the following competences:

- A proven ability to work independently with limited supervision
- Strong organisational skills
- A sense of initiative and motivation to develop new ideas for events and activities
- The ability to work collaboratively within a diverse team
- Excellent communication skills, both written and oral

- The ability to engage and build relationships with fellow students online and in-person

Any prior experience with event planning and delivery will be an asset.

The coordinator role is quite flexible and working hours will likely be distributed unevenly during the year, however the coordinator will be expected to be available for major SIPR events, including the SIPR Conference, tentatively planned for end of May 2025.

### **Remuneration**

This is a voluntary position, however in recognition of the efforts of the SIPR Postgraduate Coordinators, SIPR will provide up to £500 of funding to each coordinator per annum which can be used to fund certain activities related to their PhD (for example dissemination activities presenting at or attending conferences).

### **Apply now**

The deadline to apply for this role is **26<sup>th</sup> August 2024**. (The expected start date is September 2024).

Interested applicants should submit a cover letter and CV detailing how they meet the profile requirements above and provide a Letter of Support from their supervisor(s). Applications should be sent to [S.Menzies@napier.ac.uk](mailto:S.Menzies@napier.ac.uk).