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| https://sharepoint.kent.ac.uk/hr/hrlibrary/Shared%20Documents/Logos/Anniversary_MasterBrand%20(3).jpg | **Job Description:** **Student Research Assistant** |
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| **Salary Scale:** | **National Living Wage (£7.85 per hour)** |
| **Department:** | **School of History** |
| **Contract:** | **Fixed term** |
| **Location:** | **Canterbury campus** |
| **Responsible to:** | **Dr Emily Manktelow**  |
| **Closing date for applications:**  | **23:59 on Sunday 29th January 2017** |
| **Interviews are expected to be held on:** | **6th February 2017** |
| **Expected start date:** | **13th February 2017** |

**The School of History**

The School of History at the University of Kent is dedicated to excellence in research, learning and teaching. The School contains twenty eight full-time academic staff, half of whom have been appointed since 2001. In the RAE 2008 rankings, the School of History achieved an overall position of second equal (out of 83 History departments nationwide). The RAE History Panel rated as ‘outstanding’ the department’s research income and its deployment, the research structure and strategy, and support afforded both to the established and the numerous early career staff. The School currently offers a range of undergraduate programmes. In recent years it has received consistently high ratings of over 90% student satisfaction for its undergraduate teaching in the National Student Survey. At postgraduate level, it offers MAs by coursework or research, an MSc and a full PhD programme. For further details on the School, see [www.kent.ac.uk/history/](http://www.kent.ac.uk/history/).

**The Role**

The School of History is seeking to appoint three Student Research Assistants to support Dr Emily Manktelow with her research project, ‘The Local and the Global at Canterbury Cathedral’. This project aims to explore the colonial and global past of Canterbury Cathedral through the empire-related memorials within the cathedral and the archive holdings relating to St. Augustine’s missionary college – an organisation designed to train Anglican missionaries for posts around the British Empire. The project will culminate in an exhibition hosted by the Cathedral, and the creation of public engagement resources on the topic of the project.

The postholders will be charged with supporting this project, carrying out tasks related to the research aims and outcomes of the project.

The postholders should expect to dedicate 5 hours of work a week over 15 weeks (with the possibility of extension) to this role.

All SRAs will be undertaking independent archive and research work in support of three main project strands:

1. The history of St. Augustine’s College
2. The background and context to the empire-related memorials within the Cathedral
3. The creation and dissemination of relevant materials for visitors to the Cathedral

All SRAs will also work towards the creation of the project’s exhibition.

**Key Accountabilities / Primary Responsibilities**

* Supporting the research activities of the project, through such tasks as:
	+ Independent research using primary source materials available at the Cathedral
	+ Independent research using online resources
	+ The transcription and collation of research notes
	+ Organising research materials
	+ Support for the organisation of a pubic exhibition
	+ Digitisation of records and other sources
* Such other duties, commensurate with the grading of the post, that may be assigned by the Project Manager or their nominee.

**Health, Safety & Wellbeing Considerations**

This role involves undertaking duties which include the Health, Safety and wellbeing issues outlined below. Please be aware of these, when considering your suitability for the role.

* Regular use of Screen Display Equipment
* Regular use of primary source materials

**Internal & External Relationships**

Internal: The postholders will be required to communicate with a wide range of internal contacts, including academic members of staff within the School and across the University, as well as staff in administrative roles within the University.

External: The postholders will be required to communicate appropriately with a wide range of contacts, including academic members of staff in other institutions, and members of staff in archives, museums and other research institutions. In particular, the postholders will liaise with archive staff at the Canterbury Cathedral Archive.

**Person Specification**

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications are assessed against each of the criteria either at application or interview stage. Applications will be deemed unsuccessful if an essential criterion is not met. This may also help you self-select if you are suitable for the role.

* **Qualifications / Training**

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|  | **Essential** | **Desirable** |
| A Levels or equivalent | **✓** |  |
| GCSE English and maths or equivalent | **✓** |  |

* **Experience / Knowledge**

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|  | **Essential** | **Desirable** |
| Excellent organisational skills | **✓** |  |
| Ability to communicate (written and verbal) with a wide range of people (students/alumni/senior staff) | **✓** |  |
| Attention to detail | **✓** |  |
| Ability to problem solve | **✓** |  |
| Experience of undertaking independent research  |  | **✓** |
| Experience of designing and/or working on an exhibition  |  | **✓** |

* **Skills / Abilities**

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|  | **Essential** | **Desirable** |
| Good IT skills, particularly with the Microsoft Office suite | **✓** |  |
| Good communication skills | **✓** |  |
| Reliable  | **✓** |  |
| Polite | **✓** |  |
| Enthusiasm for history, and global/imperial history in particular  | **✓** |  |

**How to apply:** Applicants should email a copy of their CV and a covering letter detailing why he/she is interested in this position (no more than 500 words) to J.Beer@kent.ac.uk, quoting reference number **HIST\_SRA\_07** in the subject line of the email. Applications received after the closing date will not be considered.