**Job title: GradFest Steering Group member (2025)**

**Deadline: 12:00 GMT, Wednesday 22 January**

**Interviews will take place Friday 24 January (via MS Teams)**

QMUL’s Doctoral College are recruiting six Postgraduate Research (PGR) student volunteers from all disciplines for to form our GradFest Steering Group (SG) for 2025. This role involves: identifying, sourcing, and facilitating the delivery of key events for GradFest 2025; evaluating applications for smaller events from individual PGRs outside of the SG; deciding on the awarding of funds for those applications.

GradFest 2025 will run from 31 March to 11 April, 2025.

This is a brilliant opportunity to get involved in a project that directly impacts and helps researchers at Queen Mary, as well as providing you with invaluable organisational, event planning, and project management experience that looks great on your CV.

Previous experience working in event planning is desirable but not essential. The Steering Group will be supported by the Doctoral College.

We have several key tasks outlined for this project:

1. Identify, source, and facilitate key events for GradFest 2025.

GradFest 2025 will be composed of a number of events, including key events. We anticipate three to four key events, supported by a smaller events. The SG will be responsible to determining what these key events should be, sourcing suppliers, and organising and facilitating and delivery of these events.

1. Evaluating applications for smaller events:

Individual PGRs will have the opportunity to propose smaller events. They will apply for small sums of money to deliver and organise events they have proposed. Proposals will be submitted to the GradFest SG who will evaluate them and determine which projects to fund.

1. Overseeing the delivery of smaller events:

The GradFest SG will support PGRs organising smaller events in the sourcing, organising, and delivery of these events to ensure that they are delivered.

Further information:

* This role is temporary, spanning a 10-week period.
	+ 17 February – 28 March: 2 hours per week.
	+ 31 March – 11 April: 3-4 hours per week.
* We are recruiting 6 PGRs to the Steering Group (2 per faculty).
* The role will be supervised by Melanie Crisfield, Researcher Development Lead, in the Doctoral College at QMUL.

Qualifications and skills:

* Currently enrolled in a PGR programme in any subject at QMUL (essential).
* Experience engaging with researcher development (essential).
* Strong time management and organisational skills (essential).
* Ability to learn quickly (essential).
* Able to manage work independently and complete work to deadlines (essential).
* Enthusiasm and commitment (essential).
* Must be available to work facilitate and support events during the 2 weeks of GradFest 2025 (31 March to 11 April) (essential).
* Experience in event planning (desirable).
* Experience working collaboratively with others (desirable).

Position details:

* Duration: 11 weeks, 2 hours per week (27 January – 28 March) and 3-4 hours per week (31 March – 11 April), starting on 17 February and ending on 11 April. Candidates must be available to work throughout the project timeframe.
* Work Arrangement: This will be a hybrid role, with some meetings occurring online and GradFest sessions running in-person.
* Weekly Meetings: Weekly 30-min online project review meetings will be held with the project team to discuss progress, successes, and any barriers encountered.

Application Process:

If you are interested in applying for the SG, please submit your application via our [application form](file://C:\Users\aax460\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\DYDOFC3Y\If%20you%20are%20interested%20in%20applying%20for%20the%20SG,%20please%20read%20the%20attached%20role%20description%20and%20submit%20your%20application%20via%20the%20application%20form%20(see%20link%20in%20the%20role%20description)%20by%2009:00%20GMT%20on%20Monday%2020%20January.).

**Deadline: 09:00 GMT, Monday 20 January**

**Interviews will take place Friday 24 January (via MS Teams)**