

Doctoral Development Facilitator

Job Title: Doctoral Development Facilitator (DDF)

Number of Positions: Unlimited

Period: August 2023 – August 2024

Rate of pay: Casual Worker 5

Directly responsible to and supported by: Doctoral Skills and Engagement Coordinator

About the Doctoral College

The Doctoral College supports the University's research strategy and its ambition to establish Bath as an international leader in graduate education. Through the Doctoral College's commitment to 'stage-specific support' we focus on how we can improve the early experience of students through the period of induction and subsequently through the doctoral journey.

About the role

This is an exciting and varied role facilitating core doctoral developmental events and activities to enhance the learning and development of those undertaking doctoral study. The role will also help to bring together our active interdisciplinary community of doctoral researchers. Duties of the role include:

- **Involvement with doctoral student induction activities:**
 - Supporting, presenting and facilitating activities at induction events (either online or in person as applicable) e.g., the Welcome Reception
 - Interacting with new students to make them feel welcomed.
- **Involvement in routine activities that are designed to support the development of our interdisciplinary doctoral community. This might include (but is not limited to):**
 - Facilitating researcher development activities such as:
 - *Virtual Writing Wednesdays* which involves: effective activity coordination and interacting with other researchers to keep the event engaging.
 - Doctoral Roundtables which includes: researching an area to design, timetable and facilitate a Doctoral Roundtable on the topic; effective activity coordination and interacting with other researchers on the day to keep the event engaging; and writing a blog post following each event to summarise discussions had. For in person roundtables, there may be event set up and pack up requirements.
 - Facilitating community building activities such as Doctoral Cafés:
 - This involves but is not limited to: event set up and pack up, interacting with other researchers, and effective activity coordination to keep events engaging.
 - Sharing your own experiences of your doctorate or the Doctoral Development Facilitator role with others by contributing to our blog programme.
 - Supporting other related activities that are designed to support developing of the doctoral community as directed by the Doctoral College.
- **Event support at Doctoral College ad hoc events throughout the year:**
 - Supporting the preparation and delivery of ad hoc Doctoral College events which might include Doctoral Research Celebration Evening; activities during research culture and research focus weeks; Researcher conference; and themed Doctoral Development Cafés etc.

Occasionally, you may be required to undertake other duties of a similar nature as reasonably required by your line manager.

Please note: The listed duties should give you a flavour of the type of activities you could get involved with but is not an exhaustive list.

Hours of work

This is a casual contract and work will be offered on an ad-hoc basis. Each month, you will be asked to update a shared spreadsheet with your availability and shifts will be allocated ready for the following month. This is a flexible role that can fit around other commitments, but we ask that you only apply for this role if you can commit to signing up to at least one shift most months. In addition, each DDF will be responsible for researching a topic to facilitate at least one Doctoral Roundtable.

Work may, occasionally, be outside of regular hours and there may also be some off-campus working.

In deciding if this is an appropriate opportunity for you, you should ensure that it will not adversely impact on your studies or breach any relevant conditions of funding. Tier 4/ Student Visa holders will also need to ensure that they do not breach the conditions of their visa: <http://www.bath.ac.uk/visa/staff/work-requirements/index.html>.

Person Specification – what we are looking for

Essential:

1. You must be a current doctoral student at the University of Bath registered on your doctoral programme until at least August 2024 and be eligible to work in the UK.
2. You must be enthusiastic with a can-do attitude who enjoys working with lots of people.
3. You must be a confident communicator with strong interpersonal skills and an interest in meeting new people.
4. You must have the ability to work both independently and as part of a team.
5. You must be able to remain calm under pressure
6. You must be reliable and should be able to demonstrate commitment to work.

Desirable:

7. Experience of facilitating both online and in person events
8. An understanding of the needs of a diverse doctoral community, including (but not limited to) international students, part-time students, distance learners and those with disabilities
9. Awareness of University facilities and support structures relevant to doctoral study
10. Experience of supporting and/or organising events both online and in person
11. Experience of representing a service and interacting with customers

Training and support

Appointed candidates will be required to attend training to hear about your role in more detail and highlight key policies and procedures. All successful candidates will also be required to carry out facilitator training. Any further training (where applicable) and support will be provided by the Doctoral Skills and Engagement Coordinator.

How to apply?

You should apply by sending an up to date CV and Covering Letter (no more than 1 side of A4) to doctoraldevelopment@bath.ac.uk outlining **why you want this position** and **how you meet the person specification**. Please use the following in the subject of your email: APPLICATION - Doctoral Development Facilitator (Your name).

Shortlisted applicants will be invited to attend a short interview.