



The University of Manchester

Faculty of Humanities

School of Environment, Education and Development

Job title: Director of Social Responsibility

Term of post: Starting 1st August 2026 as a three-year appointment, with the possibility to extend

Responsible to: Head of School

Application deadline: 20th March 2026

Interviews: TBC

The post attracts a £5000 Honorarium and 6000 workload points

Expressions of Interest should be sent to SEEDHeadofSchool@manchester.ac.uk

Expressions of Interest should consist of a brief up to date CV with a covering letter of up to 500 words, outlining your suitability for the role and what you would like to achieve if appointed.

Candidate applications will be reviewed by a panel and shortlisted candidates will be invited to an interview. The interview will often consist of a presentation and some questions to enable the panel to ascertain suitability for the position. The panel will always include members of SLT.

Ensuring that our School is inclusive as possible is a fundamental part of what we do in SEED. We aim to redress staffing imbalances and inequalities. We promote equality and actively challenge unfair discrimination. We welcome applications from people of all backgrounds – people of all ages, sexual orientations, genders, ethnicities, nationalities, religions, and beliefs. However, we particularly encourage applications from staff who identify as women, colleagues with disabilities, and individuals from minority ethnic groups, because these groups are currently underrepresented at more senior levels in Higher Education.

The role:

Social Responsibility is a core activity central to the success and reputation of SEED. The Director of SR provides leadership in this area within the School, formulating and implementing the School's SR strategy, assisting in the production and execution of the School's Strategic and Operational Plans and representing the School in Faculty and University meetings

Key duties/responsibilities

- To review, develop and oversee the School's strategy for Social Responsibility, ensuring it is embedded in academic practice, reflecting the priorities set out in the University's Our Future <https://www.manchester.ac.uk/discover/vision/>
- To support School staff and PGR students to think about and integrate Social Responsibility in their research, teaching, travel and impact.
- To support and line manage SEED's Associate Director for Social Responsibility (Student facing) and take overall responsibility for our strategic investments in Social Responsibility for students across SEED (including SEED Changemakers programme).
- To coordinate SEED Social Responsibility Committee (including departmental champions and core Professional Services colleagues).
- To coordinate and support School Functional Directors in the integration of Social Responsibility policy and practice across their areas of responsibility, particularly the Director of Equality, Diversity, and Inclusion.
- To lead on and support the development of the School's external brand, the recognition of its broad range of activity and its wider marketing and communications strategy.
- To contribute to decision-making on School strategy and operations as a member of the School Executive team.

It is envisaged that the above will involve working with discipline areas and research groups to identify and develop specific opportunities within the School to develop and support these activities.

This is a senior leadership position which requires commensurate experience.

The post holder will be a member of the School Executive and be responsible for advising the Head of School on Social Responsibility. He/she will act as the School's senior representative on University and Faculty groups and committees associated with the strategies listed above, particularly as a member of the Faculty of Humanities Social Responsibility Operations Group (HSROG).

Person specification

The post holder will be a senior colleague and will possess the following skills, knowledge and qualities:

- A clear vision of the goals of the University, Faculty and School.
- An understanding of, and commitment to, Social Responsibility challenges across the full range of the School's academic disciplines and research institutes, centres and groups.
- A track record in successful delivery of activity relevant to the University's social responsibility goals
- A successful record of leadership in a major area of departmental or school activity
- Clear plans on how to sustain, strengthen and improve SEED's activities and engagements on

Administrative reporting and communication

- The Director of Social Responsibility is directly responsible to the Head of School and is a member of the School's Senior Management Team (School Executive)
- Reporting to: Head of School; School Executive; School Board; Humanities SR Strategy Committee; Vice Dean for Social Responsibility and Inclusion, Faculty of Humanities
- Responsible for: SEED Associate Director for Social Responsibility (Student facing), SEED Social Responsibility Committee.
- Communication with: HoS/HoDs, Vice Dean for Social Responsibility and Inclusion, Faculty of Humanities, Research Institutes and Research Centre Directors, SEED Directors of Teaching, EDI, PGR and Research, and members of SEED SR Committee, SEED Sustainability Lead.

The Director will be supported by, and work closely with, a senior member of the relevant PS team who oversees this area and will be offered administrative support from the relevant PS team