



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Grant Administration Officer, School of Philosophy, Religion and History of Science, Faculty of Arts, Humanities and Cultures



Salary: Grade 5 (£25,742 – £29,605 p.a. pro rata depending on experience)

Reporting to: Dr Joanna Leidenhag

Reference: AH CPR10667

40% FTE Available on a fixed term basis until 30 November 2026 to complete specific time limited work.

Location: Main Campus (with scope for hybrid working)

We are open to discussing flexible working arrangements.

Grant Administration Officer, School of Philosophy, Religion and History of Science

Overview of the Role

Do you have a proactive and enthusiastic approach to your work? Do you enjoy engaging with a wide variety of people, and like to be part of a supportive and friendly team? Do you have excellent organisational skills, attention to detail and the ability to produce accurate work in a busy team?

The School of PRHS is a diverse and vibrant community specialising in philosophy, applied ethics, theology and religious studies, and the history and philosophy of science. Through our interdisciplinary research, teaching and consultancy, we are proud to have created a stimulating environment for taught and research students, visiting professors and the external organisations that we collaborate with.

You will be a highly motivated and experienced administrator who will play an important role providing comprehensive administrative and professional support to the School. You will also work closely with the Principal Investigator (Dr Joanna Leidenhag, as well as the School Manager and team to proactively undertake administration duties to ensure the team provides a professional, responsive and efficient service at all times.

Dr Leidenhag has been awarded a large grant by the John Templeton Foundation, which will fund a 33-month project entitled, “God, Language and Diversity: Spiritual Flourishing in Neurodiverse and Multilingual Communities”. This project has five interdisciplinary research teams, made up of psychologists and theologians, at different UK universities (and one collaborator based in Australia). Each project investigates the relationship between language difference (e.g., aphasia, autism, dyslexia, multilingualism, etc.) and spiritual flourishing (e.g., sense of belonging within a religious community, ability to understand sacred texts or navigate ethical challenges).

Main duties and responsibilities

- Providing specific administrative support to Dr Leidenhag in running the “God, Language, and Diversity” research project, such as managing the project budget, and liaising with AHC Research Office team in the preparation for financial reports.



- Events support for the project, including proactively liaising with academic colleagues and postgraduate researchers in scheduling, organising, delivering and supporting events and activities, and associated administration such as booking venues, organising catering, and ensuring communications about all events are distributed through the appropriate channels
- Proactively maintaining distribution lists for the project, ensuring they are reviewed, updated and shared as appropriate, whilst maintaining high levels of confidentiality and data security;
- Supporting marketing activities by working with academic colleagues and the PRHS Deputy School Manager (Research), liaising with the Marketing team, including drafting and preparing hard copy and digital content in relation to the project's events and activities;
- First point of contact for general enquiries about the project;
- Purchasing support for the project, working with the School MASS team, this may include raising SIPRs, submitting Goods Receipts, supplying guidance to staff members, and general purchasing duties including Science Warehouse orders;
- Travel support for the project, including liaising with the Travel team, supporting and guiding academic colleagues with booking travel, claiming expenses, as well as handling the booking process for large group bookings and guests;
- Managing HR processes by working with the School MASS team, relating to matters such as reimbursing for expenses, honoraria, and other payment matters;

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

Qualifications and skills

Essential

- Previous relevant experience of working in an administrative role in a busy office environment, within a large and complex organisation;
- Excellent interpersonal and communication skills with the ability to communicate with a variety of staff, students and external stakeholders in a variety of formats;



- Excellent organisational and time management skills, with the ability to prioritise own workload and experience in handling multiple tasks and to deadlines;
- Proven ability to work accurately with attention to detail;
- Ability to work independently, using own initiative to make day to day decisions and to solve routine problems proactively;
- Ability to work as part of a team, working collaboratively to find solutions;
- Excellent IT skills, including experience with a wide range of Microsoft Office programmes.

Desirable

- Experience or knowledge of working in a Higher Education environment;
- Experience of University systems and processes, including SAP or purchasing systems;
- Experience of organising and servicing meetings, including preparing agendas and writing concise and accurate minutes.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Dr Joanna Leidenhag, Associate Professor

Email: J.Leidenhag@leeds.ac.uk

Please note: If you are not a British or Irish citizen, you will require permission to work in the UK. This will normally be in the form of a visa but, if you are an EEA/Swiss citizen, this may be your status under the EU Settlement Scheme.

Additional information



Working at Leeds

We are a campus based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

Our University

As an international research-intensive university, we welcome students and staff from all walks of life. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the School of we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

Information for disabled candidates

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at hr@leeds.ac.uk

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

