



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Research Assistant, Faculty of Arts, Humanities and Cultures



**Salary: Grade 6 (£27,025 - £32,2369 p.a.) Due to funding availability, an appointment will not be made above £27,025**

**Reference: AH CPR1021**

**Closing date: 13 December 2018**

**Fixed-term for a maximum of 8 months or to 31 July 2019, 30% of full time due to funding**

## Research Assistant

### School of PRHS, Faculty of Arts, Humanities and Cultures

**Are you interested in British Islam and its interactions with UK state and society? Do you have experience of working with Muslim organisations, editing reports and websites, as well as organising events, promoting research and gathering feedback? Would you like to work on a collaborative project which aims to have a positive impact on the UK Hajj pilgrimage sector?**

You will provide flexible research assistance to Professor Seán McLoughlin, who is working with the Council of British Hajjis to consult pilgrims, Hajj organisers and UK governance authorities as part of the process of writing the first independent report on the Hajj pilgrimage sector in the UK. This effort to develop impact from Prof. McLoughlin's research is supported by the Leeds Social Sciences Institute (LSSI) with funding from the Economic and Social Research Council (ESRC).

You will hold an honours degree in the social sciences or arts and humanities or a comparable subject. A higher degree with a research component is also desirable. You will have first-hand research or other related experience of engaging with British Muslim communities and organisations, as well as a sound understanding of their relations to UK state and society. You will have strong communication skills, both verbally and in writing, and have the capacity to judge/vary what is required to connect with different audiences and influencers. Strong interpersonal skills and self-motivation are also essential, together with the ability to work independently and flexibly to deadlines as part of a small team. Competence in a community language (e.g. Urdu, Panjabi, etc) is also desirable.

You will need to have the flexibility to work more/less intensively at times but will be able to negotiate working patterns with Prof. McLoughlin. Working from home will sometimes be appropriate. Some limited, fully-funded travelling out of office hours and at weekends e.g. to meet community partners and/or to help at events in the North of England and the English Midlands will also be necessary, as will two overnight stays in London. The position is available immediately.



## What does the role entail?

As a Research Assistant your main duties will include:

- Editorial assistance on the drafting and re-drafting of a report
- Assisting with a project ethics application based (with direction)
- Working with community partners to circulate a draft of the report to stakeholders and organise stakeholder consultation events plus a final launch event at Parliament (two days working flexibly away from Leeds and two overnight stays in London)
- Working with community partners to publicise and communicate information about the research/report via social media, and laying the groundwork with mainstream media/lobbying politicians/others for the report's launch
- Administrating the process of designing, printing and producing the final report
- Updating an existing website and liaising as necessary with IT Services to secure any necessary upgrades, etc
- Gathering initial evidence of the report's impact through vox pops at events / surveys and telephone/other interviews with stakeholders
- Other research assistance and administration as necessary

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.

## What will you bring to the role?

As a Research Assistant you will have:

- An honours degree in a relevant social sciences, arts and humanities or other subject
- Experience of first-hand research or other related experience of engaging with key stakeholders in British Muslim communities
- Sound understanding of the dynamics of British Muslim communities and their relations with UK state and society
- Strong communication skills, both verbally and in writing, with the capacity to judge/vary what is required for different audiences
- Self-motivation and good interpersonal skills, with the capacity to work independently and in a small team
- Excellent time-management and planning skills with the skills to perform well while meeting deadlines



- A flexible approach to working more/less intensively at specific times including a willingness to travel / stay late / overnight for events

You may also have:

- A higher degree (e.g. MA, PhD) in a relevant subject
- The ability to speak a relevant community language (e.g. Urdu, Panjabi, etc)

## 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:

**Seán McLoughlin, Professor of the Anthropology of Islam (Muslim Diasporas)**

Email: [s.mcloughlin@leeds.ac.uk](mailto:s.mcloughlin@leeds.ac.uk)

## Additional information

Find out more about [Prof. Seán McLoughlin's](#) research on Hajj

Find out more about the work of the [Council of British Hajjis](#)

Find out more about the [Leeds Social Sciences Institute](#)



## Working at Leeds



Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### **Candidates with disabilities**

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

## **Criminal record information**

### **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.

