



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Project and Communications Officer

School of Medicine, Leeds Institute of Health Sciences, Division of Psychological and Social Medicine



Salary: Grade 5 (£23067 – £26715 p.a.)

Reference: MHIHS1237

Closing date: 24 October 2019

Fixed-term to 31 August 2021

60% FTE

Project and Communications Officer

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Are you interested in supporting an exciting programme of mental health research? Do you have experience of project administration and working with digital communications to share research findings with multiple audiences? Do you take a flexible approach to your work and thrive on working in a busy team?

The Leeds Institute of Health Sciences (LIHS) is seeking an enthusiastic team player with excellent writing and communication skills who can demonstrate a high level of accuracy and attention to detail to provide project and communications support for an NIHR Programme Grant – FReSH START: Function REplacement in repeated Self-Harm: Standardising Therapeutic Assessment and the Related Therapy.

You will play a crucial role in supporting the administration of the research programme, and promoting the impact generated by the programme of work. You will be required to engage fully with key stakeholders providing regular and timely updates on our evidence, news and resources.

As well as excellent literacy and word processing skills, you will have first-rate interpersonal, organisational and communication skills and will be able to work on your own initiative. You will also have previous relevant communications and office experience, writing expertise, and a flexible approach to your work.

What does the role entail?

As a Project and Communications Officer, your main duties will include:

- Proactively supporting academic/related staff in their project management of research; taking the initiative to help ensure that milestones are met
- Designing and proactively implementing a communications plan, including identifying and communicating with potential audiences and stakeholders, communicating evidence of our impact, and developing a strong web and social media presence;
- Providing a full range of project support services, including preparation of correspondence, reports, research papers, bids, production of information and



guidance documents, agendas, minutes, diary management, meeting organisation, photocopying, faxing.

- Maintaining the programme website, regularly updating content and sharing new and existing resources with multiple audiences;
- Working with researchers, key stakeholders and health specialists to source, write and sign-off news items and blogs for the FReSH START website;
- Managing the designated FReSH START email account, and ensure any contacts are followed up with the relevant individuals;
- Organise research workshops/conferences, including the preparation of necessary publicity materials
- Support all necessary technical activities including data-base management, internet searching and use, setting up and maintaining endnote libraries, spread-sheet input and reporting, desk-top publishing, power-point presentation planning, use of graphic software, integration of complex data into documents.
- Updating on the progress and planning of any activities at the regular team meetings;
- Other duties as required, commensurate with the grade of the post.

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.

You will report to Emma Morgan and/or Meredith Green (to be confirmed).

What will you bring to the role?

As a project and communications officer you will have:

- Demonstrable project support skills with some experience in a communications role;
- Evidence of communicating complex information in a concise, engaging and accessible way, to a variety of audiences, for example by using infographics, research or policy briefs, learning papers, videos, etc.
- Evidence of high quality writing (for example, blogs or features), showing a high level of accuracy and attention to detail;
- Experience of building a digital presence for an organisation or programme, delivering engaging web content or co-ordinating social media campaigns;
- A proven ability to be organised and able to prioritise tasks when under pressure to meet tight deadlines;
- Demonstrable ability to use initiative when faced with conflicting demands;



- Experience of managing your own workload using excellent time management skills, including the ability to work to multiple deadlines, work well under pressure, prioritise work, respond to feedback, and report regularly to managers;
- Excellent interpersonal skills with the ability to persuade individuals to contribute to dissemination activities, both in person and at a distance.

You may also have:

- Experience of working with website developers;
- Experience of using any digital channels and design software, for example Scribd, Slideshare, flickr, YouTube, Canva, Exposure, Facebook, Adobe Illustrator, Microsoft Publisher;
- A commitment to own personal development and to learning new skills;
- An interest in research impact;

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:

Emma Morgan, Business Co-ordinator

Tel: +44 (0)113 343 6942

Email: e.m.morgan@leeds.ac.uk

Or

Meredith Green, Business Co-ordinator

Tel: +44 (0)113 343 7037

Email: m.e.green1@leeds.ac.uk



Additional information

Find out more about the [Faculty of Medicine and Health](#)

Find out more about our [Institute](#)

Find out more about [Athena Swan](#) in the Faculty.

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.

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.

