



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Events and Communications Officer, National Centre for Atmospheric Science and School of Earth and Environment, Faculty of Environment



Salary: Grade 6 (£27,511 – 32,817 p.a.)

Reference: ENVEE1377

Closing date: 26 January 2020

Interviews to be held: 6 February 2020

Fixed-term for until 31 December 2021 (due to external funding)

We will consider job share / flexible working arrangements

Events and Communications Officer

National Centre for Atmospheric Science and School of Earth and Environment, Faculty of Environment and School of Biology, Faculty of Biological Sciences

Are you a highly skilled administrator who has substantial experience co-ordinating meetings and events? Are you skilled at communicating new ideas and a range of research outputs to a diverse audience? Do you want to help develop and support a major international collaboration between UK and African institutions and make a real difference?

Global Challenges Research Fund, GCRF African-SWIFT and GCRF-AFRICAP represent a total of £18m investment into research funded by UK Research and Innovation that seek to develop a growth in research capability and capacity in African countries within the remit of development challenges, namely African weather forecasting and climate smart agriculture. The two flagship programmes are expected to enhance the livelihoods of African populations and improve the economies of their countries.

You will deliver key events and communication functions to the programmes and will support and promote the work of researchers in partner organisations across the UK, Niger, Senegal, Ghana, Nigeria, Kenya, Malawi, South Africa, Tanzania and Zambia. You will contribute to financial and administrative management, and will develop and maintain collaborative research partners. You will lead on developing and implementing the project's strategy for internal and external communications, including the management of web pages, social media channels, preparation of newsletters and briefings, and special communications with external partners and the media.

In addition to substantial administrative experience, you will also have experience in a wide range of activities, methodologies and practices in the area of communications, events and public engagement. You will have excellent organisational skills, with the ability to prioritise workloads and to meet tight deadlines.

You will work across two teams based at the headquarters of the National Centre for Atmospheric Science and the School of Earth and Environment. You will work



alongside a large team of colleagues involved in the delivery of a diverse range of business and organisational activities.

What does the role entail?

As Events and Communications Officer, your main duties will include:

- Providing administrative support to the senior management teams of both programmes, alongside a team of programme managers and other administrative staff, including:
 - Providing high level administrative support to the executive and advisory groups;
 - Assisting with meeting logistics, venue, hotels, attendance;
 - Collating and distributing agendas and papers in a timely manner;
 - Recording, collating and disseminating notes, minutes, actions and agreements;
 - Assisting in maintenance the programme databases;
 - Coordinating the production of multi-author project documentation such as training materials;
 - Supporting programme managers in planning, carrying out and recording Monitoring & Evaluation activities;
- Managing and co-ordinating a range of project conferences, meetings and events in the UK and in Africa, including:
 - Negotiating rates and liaising with venue providers to ensure best value. Raise purchase orders, process invoices and monitor event income and expenditure;
 - Arranging all logistical aspects of the meeting/event (such as venue hire, transport, overnight accommodation, catering, AV and equipment hire), and ensuring all aspects function correctly throughout the event;
 - Undertaking event risk assessments, ensuring compliance with University of Leeds procedures;
 - Coordinating and advertising all event reporting;
 - Putting together briefing packs and information for senior programme members;
 - Coordinating a programme of internal and external audience seminars across both research programmes;
- Leading the development and implementation of the programmes' strategies for internal and external communications, establishing the profile and raising awareness of the programmes both within the partnership and externally;



- Establishing and maintaining productive working relationships with staff across both programmes to enable effective communications;
- Developing, implementing and managing a range of communications activities, including:
 - Developing and maintaining websites;
 - Developing and managing online social media identity;
 - Collecting and disseminating research highlights;
 - Designing and authoring a range of promotional material, including newsletters and briefing notes;
 - Facilitating engagement with external audiences through varied and appropriate means such as newsletters and press releases;
- Working with the NCAS communications team, Faculty communication staff and the University of Leeds communications teams, to ensure that communication and engagement with external audiences is co-ordinated, consistent and streamlined;
- Ensuring that communications follow NCAS, University and partner guidelines on identity management, web standards and on the use of agreed suppliers;
- Coordinating creation of dissemination materials and events to include programme impacts, outcomes, and learning in the final year of the programmes.

It should be noted that the duties outlined in this description and commitment to both SWIFT and AFRICAP may vary over time according to the fluctuating needs of both programmes. The balance of work of the successful applicant will be managed by the SWIFT and AFRICAP programme managers and the successful candidate will be working alongside large teams on both grants to ensure effective delivery of both events and communications activities.

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 Events and Communications Officer you will have:

- Significant administrative experience, including providing high level support to senior staff and committees;



- Substantial experience of managing and co-ordinating workshops, meetings and events;
- Expertise in a wide range of activities, methodologies and practices in the area of communications and public engagement;
- Evidence of the ability to work both co-operatively and productively as a member of a team, and to work independently and use your own initiative;
- A flexible and pro-active approach to work with excellent organisation skills, attention to detail and the ability to prioritise workloads and meet tight deadlines;
- Excellent communication and interpersonal skills, with the ability to modify your style and approach to suit different audiences and to effectively work with a range of diverse stakeholders, employing tact, discretion and taking into account cultural differences;
- Excellent numerical and analytical skills, with the ability to input, search and collate information, effectively synthesise and summarise data and outputs and communicate this effectively in various written formats;
- A proactive and creative approach to problem solving with experience of making informed and independent decisions;
- Experience of working with confidential and sensitive information in a discreet and professional manner;
- Excellent computer skills and proficient in the use of Microsoft Office;
- Willingness and ability to travel within the UK and to Africa as reasonably required.

You may also have:

- Familiarity with University procedures, processes and research cultures and/or an awareness of the metrics used to measure research success;
- Knowledge of the wider landscape of communications and publishing within the academic and/or public sector;
- Demonstrable ability to help develop, implement and evaluate successful impact/communication strategies and/or plans;
- Experience of working in an academic environment or similar, large and complex institution;
- Web authoring skills and experience;
- French language skills.



How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. 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:

Mr Steve Besford, Programme Executive Officer GCRF-AFRICAP

Tel: +44 (0)113 343 6965

Email: S.P.Besford@leeds.ac.uk

Additional information

Find out more about the [National Centre for Atmospheric Science](#)

Find out more about the [School of Earth and Environment](#)

Find out more about the [Faculty of Environment](#)

A diverse workforce

The Faculty of Environment has received a prestigious Athena SWAN silver award from [Advance HE](#), the national body that promotes equality in the higher education sector. This award represents the combined efforts of all schools in the Faculty and shows the positive actions we have taken to ensure that our policies, processes and ethos all promote an equal and inclusive environment for work and study.

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.

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.

