



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Changing the Story Project Manager, School of Languages, Cultures and Societies, Faculty of Arts, Humanities & Cultures



Full time Grade 7 (£33,199 - £39,609 p.a.)

Reference: AHCLC1106

Fixed term for up to 12 months from 15 April 2020 (Maternity cover)

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Do you have an interest in, and commitment to, global development; and to Arts and Humanities methodologies and research? Are you an experienced manager, able to lead, and support, a highly motivated team to deliver a wide portfolio of projects?

'Changing the Story' is an Arts and Humanities Research Council (AHRC) 'Global Challenges Research Project' (GCRF), exploring the ways in which arts and heritage based organisations support young people to engage and inform civil society in post-conflict settings across the Global South (<https://changingthestory.leeds.ac.uk/>).

'Changing the Story' has also received additional funding to deliver a number of other related projects, including Praxis (<https://changingthestory.leeds.ac.uk/praxis/>), designed to work with other GCRF projects to draw out synergies and enhance their collective impact.

The position-holder will manage the day to day running of the Changing the Story portfolio, reporting to, and working closely with, project PI, Professor Paul Cooke.

What does the role entail?

As Changing the Story Project Manager your main duties will include:

- **Project Management:** Providing overarching project management for Changing the Story's various strands, including CTS' original project activity, the Praxis strand, and the Safeguarding project. This includes: overseeing the day to day coordination of the central CTS office and team; the organisation and delivery of innovative project activities and network events, working closely with the PI and other members of the academic management team; maintaining oversight of CTS' overall work plan, including monitoring progress in key areas of work and actively working with the team in dealing with any changes or setbacks to ensure that the overall objectives are delivered.



- **Financial Management:** Oversee Changing The Story's various project budgets, liaising closely with the Faculty Finance Office, PI and research team to ensure monies are spent effectively and that activities occur within budget. Prepare central activity budgets for key events and research activities, and support the central team with general finance queries relating to expenses, grant payments etc. as well as managing international event budgets in collaboration with our delivery partners. Work closely with, finance and HR teams at School and Faculty level as appropriate to ensure smooth grant offers, due diligence and payments processes for grantees and in-country team members.
- **People Management:** Line manage CTS/Praxis Project Officer, supporting them with delivery of their existing responsibilities and identifying additional opportunities for their development; actively support the remainder of CTS' central Leeds Team, maintaining a high-level oversight of CTS' activities, including activity plans, budgets, project delivery and research impact, liaising closely with the lead investigators and ensuring the values and ethics of Changing the Story are upheld throughout; lead on application, assessment and induction processes for new members of staff, working closely with the School and Faculty HR teams.
- **Partnership Development:** Championing CTS' values of building equitable partnerships, coproduction and participation, manage, in collaboration with the Principal Investigator, a portfolio of strategic partners and develop new contacts and external partnerships, undertaking project initiation meetings, representing and promoting Changing The Story both internally and externally at appropriate workshops and events.
- **Grant Management:** Manage the administration and reporting of Changing The Story's 31 sub-projects, including maintaining regular communications with recipients, gathering data from grantees through bi-annual reporting mechanisms and regular communications, identifying areas for new networks and shared learning across the cohort in collaboration with the lead research team, and working closely with fellow team members such as CTS/Praxis Project Officer, Safeguarding Development Officer and postgraduate researchers to support them in their collection of data for communications, safeguarding and evaluation requirements. Act as a relationship manager for CTS' 31 sub-projects, maintaining equitable relationships whilst ensuring coordination of activity updates, reporting requirements, and data capture, resolving any conflicts or concerns in collaboration with the Principal Investigator.



- **Monitoring & Evaluation:** Oversee the completion of all reporting mechanisms required by our funders, coordinating the collection of ResearchFish data, gathering appropriate impact data and stories from our partners, generating the annual report, in collaboration with the rest of the team, and managing all reporting requirements for our sub-projects; Coordinate, design and publish case studies for use on the Changing The Story website and other platforms, and for submission as part of annual reports to the funder; Working with CTS' PGR, develop participatory evaluation methodologies and tools for grantees and key stakeholders of Changing The Story;
- **Research Communications & Impact:** Identify and develop opportunities to share our research with the wider university, external audiences and the general public, online, at events and through various sector channels; Directing CTS' Project Officer, oversee the delivery of CTS' marketing strategy, including the management and maintenance of the CTS website, liaising with the Faculty Communications Manager to identify press opportunities and drafting copy for a range of audiences regarding the project's progress.

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.

What will you bring to the role?

As Project Manager you will have:

- At least a degree level qualification or equivalent experience;
- Excellent project management skills;
- Line-management experience;
- Outstanding interpersonal skills, able to work with people from a wide range of cultures, professions and ages;
- Experience of partnership working and building new multidisciplinary networks;
- Experience of designing and delivering project evaluation;
- Excellent organisational skills and ability to prioritise tasks and workload;
- Excellent communication skills (verbal and written);
- The ability to work as a team player, to be pro-active; motivated and enthusiastic;
- Strong time-management and personal organisation; flexibility of approach and ability to work to deadlines without prompting;



- The ability to coordinate and organise meetings, workshops or seminars and to play an appropriate role presenting at such events some of which will involve international travel.

You may also have:

- An understanding of the values of co-production and participation in research and practice;
- Experience of working within youth-focused, arts or NGO settings;
- Experience of working with a range of international partners (academics, practitioners, citizens, NGOs) in vulnerable settings;
- Experience of coordinating grant management processes;
- Experience of developing innovation strategies in complex organisations ;
- Experience of working in Higher Education;
- Ability to use design and editing software for design and print.

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:

Professor Paul Cooke, Principal Investigator, Changing the Story

Email: p.cooke@leeds.ac.uk

Additional information

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.

