



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

### FAAM Airborne Laboratory Mid-Life Upgrade Communications Officer, National Centre for Atmospheric Science, Faculty of Environment



**Salary: Grade 6 (£27,924- £33,309 p.a.)**

**Reference: ENVEE1539**

**Fixed term due to external funding – 4 years**

**Part time – 50% FTE**

**This post is based at the FAAM Airborne Laboratory, Cranfield University**

**We will consider job share/flexible working arrangements**

**Facility for Airborne Atmospheric Measurements (FAAM),  
Communications Officer (Mid-Life Upgrade),  
FAAM Airborne Laboratory (FAAM),  
National Centre for Atmospheric Science (NCAS),  
School of Earth and Environment, Faculty of Environment**

**Are you highly motivated with experience of developing and implementing communication plans? Would you like to engage stakeholders as part of the transformative FAAM Airborne Laboratory Mid-Life Upgrade programme?**

The FAAM Airborne Laboratory is a unique, highly modified 4-engine jet aircraft adapted to carry a range of unique science instruments, dedicated to supporting the UK atmospheric science community and users of atmospheric science data. The Facility is managed by a unique team of scientists, engineers, flight technicians and project managers forming a complete package of support for the scientific community. The Facility is supported by the National Centre for Atmospheric Science (NCAS) and funded by the Natural Environment Research Council (NERC) and is an environmental research infrastructure of national and international importance.

The exciting Mid-Life Upgrade (MLU) Programme aims to deliver a range of upgrades and enhancements to the scientific capabilities of the aircraft, its measurement capabilities and its research impact, extending its useful life by at least 20 years. This plans to meet the ongoing requirements for UK researchers, the Met Office, UK government bodies, commercial organisations and international research bodies.

This represents a 4-5 year project to rebuild significant parts of the aircraft systems, to carry out a comprehensive upgrading of the aircraft's scientific and operational capabilities with a budget of up to £50m. Successful delivery will require working closely with major stakeholders, including the aircraft design organisation, engineering suppliers and the aircraft's scientific user community.

As a Communications Officer at FAAM, you will take a structured and proactive approach to the generation and delivery of MLU communications activities to support the programme and help to implement the MLU Communications and Engagement Plan. You will work closely with the MLU Project Manager, MLU Director, NCAS Communications Manager, Activity Leads and external stakeholders to plan, design, implement, oversee and evaluate tasks pertaining to the communications within the project.

You will be part of a multi-disciplinary team at FAAM and will be responsible for developing communications processes, producing detailed communications plans and supporting documentation, and working with key stakeholders to develop trust and effective knowledge sharing.

Good innovative thinking is required along with the ability to work with scientists, engineers and other stakeholders to effectively communicate with interested parties

on progress in the project, and aid in the delivery of efficient internal communication processes.

The post will be employed by the University of Leeds and will be based within the FAAM team on the campus at Cranfield University.

## What does the role entail?

As the FAAM Airborne Laboratory Mid-Life Upgrade Communications Officer your main duties will include:

- Leading on the implementation and delivery of the Mid-Life Upgrade Project communications strategy and agenda;
- Working with all project stakeholders to develop effective communications channels and networks, enabling continuous exchange of information;
- Working with the MLU team to regularly communicate information to relevant networks, programme committees and advisory groups;
- Planning and delivering communications plans for web, social media and print publication channels;
- Leading in the sourcing and editing of web content, including the publication of news stories, corporate information, and explainers;
- Designing or editing graphics and images for use on websites, social media, or printed materials;
- Designing or editing audio visual materials for use on websites, social media, YouTube, and at events;
- Creating social media content for a variety of platforms including Twitter, LinkedIn, Facebook and YouTube;
- Designing and delivering digital marketing campaigns and keeping contacts databases up to date;
- Managing media enquiries and writing press releases, briefings notes and FAQ documents;
- Identifying and managing opportunities for media coverage and monitoring and evaluating media and social media coverage;
- Monitoring and evaluating digital activity, using Google analytics and other packages, reporting this to the NCAS Communications Manager;
- Taking responsibility for developing and delivering the promotion of MLU external activities, especially stakeholder engagement initiatives and key milestone events;
- Monitoring and reporting on the MLU Communications budget;
- Liaising with communications teams at partner organisations to ensure MLU activities and content align with community standards, and to share best practice and experience.

The post holder will report to and be supervised on a day-to-day basis by the MLU Project Manager and will work closely with the NCAS Communications Manager and NCAS Communications Team based at NCAS HQ, in Leeds.

These duties provide a framework for the role and should not be regarded as a definitive list. The Communications Officer will also undertake other reasonable duties, consistent with the grade of the post.

## What will you bring to the role?

As a Communications Officer you will have:

- Experience of working on outcome-focussed communications for a national organisation or campaign;
- Experience of developing and implementing communication plans for campaigns and events;
- Highly effective verbal and written communication skills with the ability to convey often complex information in a clear and concise manner;
- Demonstrated interest and experience in using digital media, including a good understanding and enthusiasm about using social media platforms;
- Excellent communication and interpersonal skills, able to work well with a variety of people and appreciating the needs of diverse audiences, stakeholders and contexts;
- High motivation, demonstrating a proactive, reliable and flexible approach, working both in a team and independently;
- Excellent attention to detail and a methodical approach to handling tasks and meeting competing deadlines;
- Proficiency in or ability to quickly learn applications such as the Google Apps suite, Microsoft Office, Adobe Creative Suite, Wordpress, Slack, and Zoom;
- Sustained commitment to your own professional development;
- Willingness to travel to attend meetings and events nationally.

You may also have:

- Experience of working in science, technology, engineering or mathematics, and enthusiasm for / interest in atmospheric science;
- Experience of working as part of a project team with key outcomes;
- Experience of working with research facilities, aviation or high-profile science projects.

## 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:

**Edward Andrews, Mid Life Upgrade Project Manager, FAAM Airborne Laboratory**

Email: [edward.andrews@faam.ac.uk](mailto:edward.andrews@faam.ac.uk)

Telephone +44 (0) 7874 887786

## Additional information

Please note: If you are not a British or Irish citizen, from 1 January 2021 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 and resident in the UK before 31 December 2020, this may be your passport or status under the EU Settlement Scheme.

Find out more about the [National Centre for Atmospheric Science](#) and [its relationship with the School of Earth and Environment](#)

Find out more about the [FAAM Airborne Laboratory](#)

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

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

Find out more about our [Research and associated facilities](#).

Find out more about [Equality and Inclusion](#) in the Faculty.

## A diverse workforce

As an international research-intensive university, we welcome students and staff from all walks of life and from across the world. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Environment 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 and ethnically diverse people; people who identify as LGBT+; and people with disabilities. Candidates will always be selected based on merit and ability.

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](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.