



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Project Manager, “Generation Delta”, Faculty of Social Sciences



**Salary: Grade 7 (£34,304 – £40,927 pro rata p.a.)**

**Reference: PSEDE1008**

**Part time, 0.5 of full time equivalent, fixed term until 31 January 2026  
(Support for a time limited project)**

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

## **Project Manager**

### **School of Law, Faculty of Social Sciences**

**Do you have experience of providing managing multi-location projects? Are you a well organised individual with excellent interpersonal and communication skills? Are you familiar with issues of race and gender equality in education and principles of widening participation?**

We are looking to recruit an experienced Project Manager to work with Professor Iyiola Solanke on “**Generation Delta: Nurturing the next generation of Black, Asian and Minority Ethnic (B.A.M.E) female professors**”, a 4-year project funded by the Office for Students (OfS)/ Research England (RE) to look into the access and success of women from Black, Asian and minority ethnic (BAME) backgrounds in post-graduate research programmes.

You will play a key role in managing and co-ordinating this project and will be expected to have proven developed organisational skills. The role will be based in Leeds. You will work closely with the Principal Investigator (PI) as well as all team members to manage the delivery of the project. You will also work with the project team to draft regular project reports.

You will have skills to oversee the planning, organisation and conducting of research activities and fieldwork at different sites, helping the PI to maintain oversight of the progress.

Strong organisational skills and the ability to work to deadlines are essential – as is the ability to work as part of a team as well as independently. You will be supported to develop relevant skills and multi-disciplinary expertise through training and support available through the School and University.

The post will involve online working and depending upon current COVID restrictions, may require some travel where this is possible.





## What does the role entail?

As a Project Manager, your main duties will include:

- Leading and delivering management for the project in collaboration with the Principal Investigator, taking responsibility for the project management function, including ensuring an effective service is maintained, reviewing and improving the provision against outcomes, meeting deadlines and regularly reporting on these to the Principal Investigator;
- Working with the project team to develop the programme for roundtables and workshops;
- Taking responsibility for the running of project events – registration of participants; arrangement and booking of accommodation; management of travel claims; liaising with mentors & trainers regarding requirements for the workshops; prepare materials for the training; maintaining the website (which will hold all information about the courses) and the bank of online training materials; managing the system for recording mentoring and the mentoring area on the project website;
- Organising and managing meetings and events for the Project Team including dissemination and follow-up of minutes and actions as required;
- Leading the development of coherent and effective communication systems and practices across the Project;
- Providing support, information and advice to the project team in relation to its planning, decision-making and problem-solving to ensure that the project is delivered to the required quality, on time and in budget;
- Managing and supporting the research grants approval process within the Project, including support with ethics approval;
- Managing the commissioning process of individuals and researchers to provide services and input into activities and events;
- Liaising with partners and participants across the UK and reporting to the PI; to document and share research findings and good practice, including coaching and supporting colleagues
- Seeking opportunities to raise the profile of the project and its work;
- Contributing to briefing papers and awareness-raising tools, using language as relevant for local, national and international audiences;
- Using your initiative and creativity to identify ways of enhancing the quality and social impact of Generation Delta;



- Preparing project reports, conference presentations, and contributing content to the project website and its social media;
- Developing networks that enhance the relevance, value or impact of the project and successfully maintaining research relationships with participants and stakeholders;
- Working with the project team to develop high-quality proposals and applications for externally funded research related to this project, including applications to support international research collaboration;
- Developing and managing internal and external stakeholder networks and also working collaboratively and effectively across the full range of stakeholders on the project, supporting the development of multi-disciplinary project teams to explore knowledge exchange and business development opportunities;
- Managing project risk, including developing strategies for handling these effectively;
- Gathering and collating feedback from beneficiaries to inform project improvements as the project is delivered and feed this into future project opportunities.

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?

- A higher degree (eg PhD - this includes work due to be submitted for assessment within 3 months of taking up this position) in a relevant subject area such as education, sociology, social policy;
- Proven interpersonal skills both written and verbal with the ability to liaise effectively with a wide range of stakeholders across a variety of disciplines;
- Organisational skills with an ability to manage time effectively and prioritise tasks;
- An evidenced interest and familiarity with issues of race and gender equality in education as well as a commitment to and familiarity with principles of widening participation, equality and inclusion;
- Extensive experience of managing projects, organising events, chairing meetings and compiling reports in clear language;
- IT literacy with experience of using Excel (spreadsheets) Word and PowerPoint



- Ability to demonstrate a creative approach to problem-solving.

### **You may also have:**

- A business or project management qualification;
- Previous experience of working on issues concerning exclusion and widening participation;
- Previous experience of working as part of a multi-institutional research team;
- Experience of working with social media and online content.

### **Key Attributes**

- Evidence of the ability to work both co-operatively and productively as a member of a team, and work independently and use your own initiative;
- Excellent accuracy and attention to detail, with the proven ability to meet tight deadlines and prioritise your workload;
- A willingness to share the School's commitment to excellence in all aspects of work and outputs, including effective contribution to the research environment at the Centre for Law and Social Justice and CERS;

## **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 Iyiola Solanke, Primary Investigator Generation Delta, Professor of EU Law and Social Justice and Dean, EDI, University of Leeds**

Email: [I.Solanke@leeds.ac.uk](mailto:I.Solanke@leeds.ac.uk)





## Additional information

### About the role

You will be responsible to the Dean of Faculty and report to the Head of School, with day to day reporting to Professor Iyiola Solanke.

Find out more about our [School](#) and [Faculty](#).

### Working at Leeds

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

### Our University

As an international research-intensive university, we welcome students and staff from all walks of life. 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 Social Science 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, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

### Candidates with disabilities

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

