



UNIVERSITY OF LEEDS

**CANDIDATE BRIEF | Research Project Assistant – PRIDE Guidelines: Pointers for Research that is Inclusive, Diverse & Equitable for LGBTQ+ fieldworkers  
School of Geography, Faculty of Environment**



**Salary: Due to funding restrictions, this post will be appointed at no higher than Grade 6 - £32,982 (pro rata)**

**Reference: ENVGE1221**

**Part-Time/Fixed-term – Variable hours from 22 January until 31 July 2024**

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

## **Research Project Assistant – PRIDE Guidelines: Pointers for Research that is Inclusive, Diverse & Equitable for LGBTQ+ fieldworkers**

**Are you an enthusiastic and talented early-career researcher with an interest in fieldwork practices that are inclusive of people who identify as lesbian, gay, bisexual, transgender, queer or questioning, intersex, asexual, and more (LGBTQ+)? Do you have relevant experience in conducting or supporting fieldwork projects and undertaking research engagement activities? Do you have an interest in supporting the development of creative output including videos?**

You will work in the capacity as Research Project Assistant in the project PRIDE Guidelines: Pointers for Research that is Inclusive, Diverse & Equitable for LGBTQ+ fieldworkers, which is funded by the Research England Enhancing Research Culture (ERC) Fund. This project is led by Dr Martin Zebracki, School of Geography, in collaboration with Dr Fiona Gill, Dr Sam Wimpenny, Dr C. Scott Watson, and Helena Brown, School of Earth and Environment, Faculty of Environment, University of Leeds.

PRIDE Guidelines will produce bespoke guidelines and empower LGBTQ+ fieldworkers and allies. This project also seeks to engage fieldworkers who may not personally identify as LGBTQ+ but engage with LGBTQ+ people or issues in their fieldwork, to ensure that the guidelines have wider application.

The project answers two urgent demands that we have identified as part of our previous ERC research on inclusive fieldwork in Geography, Earth & Environmental Sciences (GEES):

- (i) publicly accessible toolkit including informational videos that explain bespoke guideline content and also raise awareness of LGBTQ+ inclusive, diverse, and equitable fieldwork practice; and
- (ii) an associated unique typeset version of the guidelines.

The video toolkit will be produced in collaboration with a commissioned video production company, highlighting focus group key insights and serving as an advocacy tool, and the resources will be made publicly available.



The post-holder will work to a maximum of 15%fte/248 hours from 22 January until 31 July 2024. Specific periods of work will be determined in accordance with the needs of the project.

## What does the role entail?

The University of Leeds is a diverse, multicultural environment. We welcome applications from all backgrounds and you will be expected to work within University values and policies which are designed to promote dignity, diversity, and inclusiveness.

As a Research Project Assistant, you will provide focused support of the project administration, coordination, and execution and be responsible for:

- Acting as the Research Project Assistant, including facilitating effective communications among the project team, project participants, and beneficiaries;
- Providing effective support of project delivery, including focus groups, minuting, undertaking transcription work, analysis, typesetting guidelines, project evaluation and reporting, and dissemination (including the use of social media);
- Coordination of the video production in further collaboration with the production company;
- Managing project resources, including handling expenses and project participants' remunerations, etc;
- Practical arrangements, including room, travel and catering bookings;
- Maintaining your own continuing professional development.

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 Research Project Assistant you will have the below essential qualifications, experience and skills:

- Educated at master's level or currently enrolled in a PhD programme or possessing an equivalent, demonstrably high level of relevant experience;



- Excellent ability to support a project that is dedicated to inclusive fieldwork practice and the interest of socially marginalised communities, in particular people who identify as lesbian, gay, bisexual, transgender, queer or questioning, intersex, asexual, and more (LGBTQ+);
- The ability to work as a pro-active and motivated team player to make a positive and inclusive contribution to the working environment;
- Excellent project management skills including experience of administrative and practical project support and excellent time management;
- Excellent ability to coordinate and organise meetings and events such as focus groups;
- Excellent written, verbal, and visual communications skills and the ability to communicate effectively with a wide range of stakeholders, adapting style and language for a diverse range of users, situations and media;
- Strong IT skills in Microsoft Office software products (e.g. Outlook, Word, PowerPoint, Excel, MS Teams, Zoom).

You may also have:

- Experience of working with University's administrative and financial procedures that are essential to research project support;
- Experience in the development of creative output including videos;
- Experience of supporting public engagement activities, especially using research to influence public debate and policies;
- Experience with social media engagement (such as X, Facebook, and Instagram);
- Experience with research stakeholder surveys to determine outcomes and impacts and any future needs of stakeholder communities.

## 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:

**[Dr Martin Zebracki](#)**, Principal Investigator

Email: [M.M.Zebracki@leeds.ac.uk](mailto:M.M.Zebracki@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](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.

