



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Project Support Officer, School of English, Faculty of Arts, Humanities and Cultures



Salary: Grade 6 (£30,487– £36,024 p.a.)

Reporting to: Professor Jane Plastow

Reference: AHCEN1077

0.2 FTE (hours will be variable over the first few months), Fixed Term until 30 November 2026 to complete specific time limited work.

Location: University Main Campus. We are open to discussing flexible working arrangements.

Project Support Officer

School of English, Faculty of Arts, Humanities and Cultures

Overview of the Role

The Project

'Creativity and Communication' is an arts-based research study in Kenya, Uganda and the UK. The focus is on how individuals within families and communities communicate with one another and helps or hinders communication. Our previous research has found that this is an issue that troubles children, youth and adults and causes personal and social stress. We want to understand how the arts might be able to help communities explore this problem and its root causes and enable communities to seek solutions to these challenges. We see arts as important in unleashing personal and social empowerment, as well as being an important activity.

This project will work in Kisumu in Western Kenya; in Jinja city in Uganda and in Lincoln Green in Leeds (UK). It will work at 3 levels: among 36 volunteer family groups in each setting; in schools which the community members attend; and in volunteer community-based groups in each setting. All those involved will be aged 12+. The project is led by Professor Jane Plastow at the University of Leeds, UK, working closely with partners in Kenya, Uganda, and the UK.

The candidate will be subject to an enhanced DBS (Disclosure and Barring Service) check.

This is a 0.2 post that has specific scheduling to ensure training is undertaken and recruitment of families and setup is complete. This will be negotiated with the candidate upon appointment but will include a 5 day full time training period, 3 months at 2 days per week followed by 22 months at 1 day per week.

Main duties and responsibilities

Reporting the Principal Investigator, Professor Jane Plastow, this post is to support the families from East Leeds who will participate in the project. These families will be local to the Lincoln Green area. Over a two-year period, 36 families will be recruited to participate in a monthly 2-hour dinner and conversation session, with up to 6 family members, aged 12+, present on each occasion. Families will be provided with food and will be supported in conducting open recorded conversation. The family



conversations will be accompanied by single sex focus groups (men, women, male youth and female youth) at the beginning, middle and towards the end of the two-year period during which the family conversations will take place.

The main duties of the Project Support Officer are as follows:

- Create new and develop existing community networks in the East Leeds region, specifically Lincoln Green area.
- To recruit 36 families to participate in the study, working closely with partner organization Mafwa Theatre by following up with interested families who attend project information events and seeking informed consent
- Support participating families with exercises in active listening and open communication and attend the first meal with each family to assist with facilitating the conversation and training.
- Monthly phone calls with each family representative for debriefing
- Family visits to collect recorded conversations and address any issues or concerns arising.
- Contribute to data analysis and to the development of reports/presenting findings, as part of the research team
- Provide support and guidance to families, where needed
- Conduct 18 focus groups over the lifetime of the project, delivering an element of training
- You will be working closely with Dr Kirrily Pells, who is based at University College London (UCL) who is leading the family-based research and will participate in regular project update online meetings
- Attend training on qualitative research methods, ethics and safeguarding, active listening, and open communication.

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.



Qualifications and skills

Essential

- MA/MSc or equivalent experience
- Experience of qualitative research methods- namely interviews, focus groups discussions and ideally, creative methods. We particularly welcome applicants who have experience of researching with young people (aged 12-18)
- Good understanding of conducting ethical research on sensitive topics and with marginalized communities and knowledge of common safeguarding protocols
- Detailed understanding of common challenges and barriers faced by impoverished and minoritized ethnic communities, particularly those from migrant, refugee and asylum-seeking backgrounds
- Excellent oral and written communication skills in English
- Excellent interpersonal skills with the ability to develop, build trust and maintain good working relationships with a wide range of people, including working across cultures and languages. Able to stimulate discussion, provide guidance and offer support in a non-judgmental manner
- Strong administrative and organisational skills and a flexible approach to work, with an ability to exercise initiative, and prioritising workloads to ensure deadlines are met
- Excellent IT skills (Microsoft office, spreadsheets, databases, email, internet, etc.)

Desirable

- Written and spoken Arabic and/or Somali, Tigrinya, French, Kiswahili

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:

Jane Plastow, Professor of African Theatre

Email: J.E.Plastow@leeds.ac.uk

Please note: If you are not a British or Irish citizen, 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, this may be your status under the EU Settlement Scheme.

Additional information

Working at Leeds

We are a campus based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit 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 Arts, Humanities and Cultures 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.

Information for disabled candidates

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

Criminal record information



Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

This post requires an enhanced and barred list criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.

Any offer of appointment will be subject to the University being satisfied with the outcome of these checks, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

