



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Bilingual Project Management and Administrative Assistant, Faculty of Environment



Salary: Grade 6 (£31,396 – £37,099 p.a. pro-rata depending on experience)

Reporting to: Simon Lewis

Reference: ENVGE1245

Part time: 60% FTE (21 hours per week)

Fixed term for 26 months to complete specific time limited work

Location: University of Leeds (with scope for hybrid working)

We are open to discussing flexible working arrangements

Overview of the Role

Would you like to be part of an exciting new research project on the role of central African tropical forests in slowing climate change? Do you have a background in project management and administration with strong organisational and communication skills needed to support researchers and co-ordinate key activities? Do you have excellent French language communication skills?

This is a new role which will provide project management and administration support to the CongoFor1.5, a CAFI (Central African Forest Initiative) funded project to assess the changing ecology and carbon of the tropical forests of the Congo basin, led by the School of Geography. The project is to measure tropical forest trees across 225 locations across the Congo Basin and calculate how the carbon balance of these forests are changing. We want to know how much these forests are slowing climate change.

You will oversee the co-ordination of activities associated with the project including: supporting the day-to-day project management needs of the lead academic (Professor Simon Lewis), including communicating with our Project Partners in French; tracking the project deliverables and suggesting corrective plans, as necessary; making arrangements for CongoFor1.5 field campaigns to Cameroon, Gabon, Republic of the Congo and the Democratic Republic of Congo; making arrangements for project meetings; translating project documents from English to French; updating the project website, databases and social media channels, in English and French. There is an optional possibility of travel to the region to manage project meetings, if desired.

With experience of coordinating complex projects and events, you will be highly organised with excellent oral and written French. Ideally you will have experience of providing research support, preferably supporting scientific projects in a Higher Education setting. You will demonstrate excellent team working skills with an ability to work in a cross-cultural team, as well as a commitment to excellent collaborative working.



Main duties and responsibilities

- Providing high levels of project management co-ordination to implement the project plan; assisting in the efficient and timely delivery of the project outputs; proactively coordinating the timely submission of deliverables; managing and coordinating specific tasks and targets to meet project objectives and deadlines and following progress to ensure the project remains on track;
- Supporting the day-to-day project management needs of the lead academic, and the Central African Carbon Dynamics Post-Doctoral Research Fellow on the project through:
 - managing and coordinating specific tasks and targets to ensure project objectives are met;
 - coordinating the logistical arrangements for field campaigns overseas, including payments to partners, permits and travel;
 - coordinating the logistical arrangements for project specific events including project-wide meetings, advisory board and management meetings. This will include actively contributing to and recording of any follow up actions and tasks arising;
 - undertaking financial administration responsibilities including purchasing equipment, travel and hotel bookings, ensuring invoices and payments are processed in a timely manner and in accordance with University procedures;
- Assisting with the production of quarterly reports for the funder;
- Translating project documents into French, as required;
- Actively participate in project meetings, including some French-English translation, inputting to decisions and leading on the organisation of future meetings and action points;
- Adding content to the project website and social media channels, overseeing post content and maintaining quality where necessary;
- Assisting with the collation of information, formatting and publication of deliverables, including scientific papers, and other documents;
- Working closely with colleagues in the Faculty Finance Office and the lead academic to monitor budgets and highlighting potential corrective actions where required;
- Proactively network and build strong professional relationships with key stakeholders across the community of researcher working on long-term inventory plots in central Africa.



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

- Experience of coordinating complex projects and events;
- Excellent verbal and written communication skills in English and French;
- Demonstrable computer skills, including Microsoft Outlook, Word and Excel;
- Experience of working in a team environment;
- Ability to work to high standards, with excellent attention to detail;
- Excellent organisational skills, using your own initiative to prioritise tasks promptly and effectively whilst working to deadlines;
- Good numeracy skills.

Desirable

- Experience of working in a cross-cultural team, to inform and advise a wide range of people;
- A scientific background in ecology, climate, geology, or other physical science;
- Experience of providing research support in Higher Education;
- Experience of working in Africa, preferably central Africa.

Additional information

Please note that due to Home Office visa requirements, this role may only be suitable for first-time Skilled Worker visa applicants if they are eligible for salary concessions.

For more information please visit: www.gov.uk/skilled-worker-visa

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

Find out more about the [School of Geography](#)

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

Find out more about [equality](#) in the Faculty



Our University

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

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.

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

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.

