



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

### Bilingual Project Manager – CRAFT-Sustainable Development, Faculty of Environment



**Salary: Grade 7 (£39,105 – £46,485 p.a. depending on experience)**

**Reporting to: Professor Simon Lewis**

**Reference: ENVGE1256**

**Fixed term for 60 months to complete specific time limited work**

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

**We are open to discussing flexible working arrangements**

# Bilingual Project Manager – Craft-Sustainable Development, School of Geography, Faculty of Environment

## Overview of the Role

Would you like to be part of an exciting new research project to understand how the rainforests of the Congo Basin are changing, and help deliver that knowledge to increase forest protection and improve local livelihoods? Do you have a background in project management 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 other support to the [Congo Basin Science Initiative \(CBSI\)](#) and its first major affiliated project, CRAFT-Sustainable Development (Congo Rainforest Alliance for Forest Training for Sustainable Development). CRAFT-Sustainable Development is funded by the UK government's Foreign, Commonwealth and Development Office (FCDO), as part of its Congo Basin Forest Action Programme.

CBSI and CRAFT are co-led by the Ecology and Global Change Cluster in the School of Geography, University of Leeds, and the Congo Basin Water Resources Centre, University of Kinshasa. You will work closely with leading scientists and early career researchers in Cameroon, Democratic Republic of the Congo, Gabon, Republic of the Congo, the UK, and elsewhere in the world.

CRAFT will implement part of the CBSI [Science and Capacity Building Plan](#). The project will support 12 leading scientific research groups in Cameroon, Democratic Republic of the Congo, Gabon, the Republic of the Congo, plus six groups in the UK. This will include 20 new PhD studentships and 12 MSc/MRes studentships for early career scientists from the region. The project will produce a step-change in both the scientific understanding of the region and the scientific capacity, and then deliver this new knowledge to policy makers and civil society.

As a Bilingual Project Manager, you will lead on the project management and co-ordination of activities associated with CRAFT and CBSI, including strategic planning,



monitoring and evaluation to ensure that project commitments and deliverables are achieved in a timely manner; reporting on spending, monitoring and reporting progress against objectives; organising and engaging in project meetings, including one large conference each year in central Africa; coordinating logistics for overseas travel for meetings and fieldwork; liaising with the project partners, including in French; overseeing the production of content for the project, its website, and social media channels; and supporting the day-to-day project management needs.

The post-holder will be required to liaise with another FCDO Congo Basin Forest Action Programme project on Monitoring, Evaluation and Learning, so will require experience of this area of project management. The post-holder will be required to work as part of a team, working closely with an International Project Manager, who oversees Professor Lewis' portfolio of projects, and a CRAFT Communications and Project Assistant in Leeds to assist the CRAFT Bilingual Project Manager in managing the project.

The post-holder is required to transfer their knowledge and skills to two equivalent University of Kinshasa staff (CRAFT Project Manager Kinshasa, CRAFT Project Assistant Kinshasa) and CRAFT co-leader Professor Raphael Tshimanga, to increase administrative capacity in the region. There is an optional possibility of travel to the region to transfer capacity and manage project meetings, if desired.

You will have the ability to balance priorities, work with limited supervision and deal with complex academic and financial information. You will be extremely organised and have clear project management experience for large and complex projects, ideally with overseas components in lower- or middle-income countries. With experience working in a cross-cultural team, you will be fully proficient in English and 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**

- Leading project management co-ordination to implement the project plan, including working with the academic lead; monitoring and assisting the efficient and timely delivery of the project outputs; proactively co-ordinating 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, including identifying corrective actions;

- Leading on the production of quarterly reports for the funder;
- Coordinating the logistical arrangements for successful implementation of the project with Project Partners, including payments to partners and assisting students with visa applications to allow travel;
- Leading on the organisation of the annual CBSI conference;
- Supporting the day-to-day project management needs of the lead academics, including actively participate in project meetings, inputting to decisions and leading on the organisation of future meetings and action points;
- Scoping operational needs of projects, designing and delivering a service that promotes research excellence, equity and inclusion, including co-leading on defining governance, community guidelines, digital communications, social media, shared workspaces for data and information sharing, and data archiving of the CRAFT network;
- Overseeing the production of bilingual documentation to embed common standards across the network and communicating these across diverse stakeholders to improve how we manage research within CBSI and increase its impact;
- Overseeing the production and timely delivery of website copy, social media channels, press releases, policy briefs and diplomatic correspondence in English and French;
- Working closely with colleagues in the Faculty Finance Office and the lead academic to monitor budgets and highlighting potential corrective actions where required;
- Coordinating the logistical arrangements for project specific events including project-wide meetings, advisory board and management meetings, including 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;
- Providing training for the Kinshasa CRAFT Project Manager, including collaborative IT skills;
- Identifying areas where CRAFT or CBSI science has tangible impact and proactively gaining documentary evidence of this impact;



- Proactively networking and building strong professional relationships with key stakeholders across the CBSI community of researchers.

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 including monitoring evaluation and learning as part of this, or relevant qualifications;
- Excellent verbal and written communication skills in English and French;
- Good IT skills, including Microsoft Outlook, Word and Excel and internet tools;
- Excellent team working skills including experience of working in a team environment;
- Proven ability to work to high standards, with excellent attention to detail;
- Excellent organisational skills, with proven ability to manage work programmes and meet deadlines with minimal supervision proactively and independently;
- Good numeracy skills.

### Desirable

- Experience of working in a cross-cultural team, to inform and advise a wide range of people;
- Experience of training others to build competency;
- 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;
- An understanding of development studies or the science-policy interface.

## 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.



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](https://www.gov.uk/skilled-worker-visa)

For research and academic posts, we will consider eligibility under the Global Talent visa. For more information please visit: <https://www.gov.uk/global-talent>

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](mailto: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.

