



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

**Bilingual Communications and Project Assistant – CRAFT-Sustainable Development, Faculty of Environment**



**Salary: Grade 6 (£32,296 – £37,999 per annum pro-rata, depending on experience)**

**Reporting to: Professor Simon Lewis**

**Reference: ENVGE1259**

**Part time: 80% FTE (28 hours per week)**

**Fixed term 36 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 Communications and Project Assistant – 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 new knowledge to increase forest protection and improve local livelihoods? Do you have a background in project administration and communication, with strong organisational and communication skills needed to support researchers and coordinate key activities? Do you have excellent French language communication skills?**

This is a new role which will provide bilingual administrative assistance and help create communications to support the aims and objectives of 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 Communication and Administrative Assistant, you will assist in the management and administration of CRAFT and wider CBSI project. You will work with a Bilingual Project Manager to ensure that project commitments and deliverables are achieved in a timely manner, including organising meetings, travel and other logistics, and lead on communication of the CRAFT and CBSI project externally, via our website, social media and other channels, in French and English.

The post-holder will assist a CRAFT Project Manager administer the project, including collating the information to report to the funder; organising project meetings, including one large conference each year in central Africa; coordinating logistics for overseas travel for meetings and fieldwork; assisting students to obtain travel documents as part of their studies; liaising with the project partners, including in French; leading on drafting digital content for the project website, databases and social media channels and translating these and other project documents typically from English to French and more occasionally French to English.

The post-holder will be required to work as part of a team, working closely with the CRAFT Bilingual Project Manager in Leeds who will oversee the project management of CRAFT, and an International Project Manager who oversees Professor Lewis' portfolio of projects. The post-holder is required to transfer their knowledge and skills to an equivalent position at the University of Kinshasa (CRAFT Project Assistant Kinshasa) to increase administrative and communications 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, be extremely organised and have project administration experience, ideally gained supporting University research projects with overseas components in lower- or middle-income countries. You will have experience developing communications content for public facing platforms and you will be fully proficient in English and French. 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 assistance to implement the project plan; assisting in the efficient and timely delivery of the project outputs; proactively coordinating the timely submission of deliverables;
- Supporting the day-to-day project management needs of the CRAFT Project Manager, and Kinshasa project management team:
  - Managing and coordinating specific tasks and targets to ensure project objectives are met;
  - Co-ordinating the logistical arrangements for project meetings, advisory board meetings, and management meetings. This will include actively contributing to and recording of any follow up actions and tasks arising;
  - Co-ordinating the logistical arrangements for student travel;
  - Co-ordinating the logistical arrangements for a large annual CBSI conference in central Africa;
  - 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;
- Leading on the production of content for the CBSI website, social media, and other outward-facing content on the project, overseeing post content, monitoring engagement, and maintaining quality where necessary, in English and French;
- Assisting with the production of quarterly reports for the funder;
- Translating project documents into French, as required;
- Actively participating in project meetings, including some French-English translation, inputting to decisions and leading on the organisation of future meetings and action points;
- Assisting with the collation of information, formatting and publication of deliverables, including scientific papers, and other documents;
- Proactively networking and building 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 and administering complex projects and events;
- Excellent verbal and written communication skills in English and French;
- Demonstrable computer skills, including Microsoft Outlook, Word and Excel;
- Understanding and or experience in developing communication outputs;
- Experience of editing and developing content for public facing platforms;
- Experience of working in a team environment 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;

### Desirable

- Experience of working in a cross-cultural team, to inform and advise a wide range of people;
- Experience of writing complex issues to non-specialist audiences;
- 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: 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 is not suitable for first-time Skilled Worker visa applicants.

Information on other visa options is available at: <https://www.gov.uk/browse/visas-immigration/work-visas>

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.

