



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Bilingual Research Project Coordinator, Languages, Cultures and Societies, Faculty of Arts, Humanities and Cultures



Salary: Grade 6 (£32, 296– £37,999 p.a. depending on experience)

Reporting to: Sarah Waters

Reference: AHCLC1229

Location: University Main Campus (with a scope for hybrid working)

0.2FTE 7 hours per week

Fixed Term until 31st January 2029 to complete specific time limited work

We are open to discussing flexible working arrangements.

Project coordinator

Faculty of Arts, Humanities and Cultures

Overview of the Role

Do you have experience of supporting research projects? Have you excellent organisational and communications skills? Do you enjoy the challenge of coordinating both people and tasks in a complex project environment? Do you have experience of trauma-informed research? Are you bilingual in English and French?

You will join the research team on a Wellcome Trust Discovery Award project “Work-related suicide. An international social justice analysis” led by Prof Sarah Waters.

The purpose of the research project is to deepen understanding of the causes and contexts of work-related suicide across the UK, France and Canada, with the aim of influencing policy.

Your role will be to support the research team, post-doctoral researchers, other team members and stakeholders to support the delivery of the project’s goals and strategy.

This position offers an exceptional opportunity to collaborate with an interdisciplinary team of experts, gain hands-on experience with cutting-edge methodologies, and contribute to impactful research that bridges academic inquiry with real-world policy.

Main duties and responsibilities

- Your role will involve managing and collating data gathered by researchers across three countries and ensuring accuracy of databases. .
- Supporting research activities through organisational and administrative tasks including support with conference organisation, travel arrangements, meetings, recruitment of participants and dissemination.
- You will act as the first point of contact for enquiries from within or outside the organisation, communicating and liaising with project partners and international collaborators. You will prepare texts for interview participants in English and French (including texts in accessible formats, where required).



- Your role will also include budget management.
- Contributing to social media outputs include a project website, newsletters and other media platforms.

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

- A strong background in qualitative research methods, ideally working on sensitive or trauma-informed projects;
- Excellent interpersonal and communication skills, both written and verbal and the ability to communicate effectively with a wide range of stakeholders;
- Fluency in English and French
- Experience working with data and data organisation;
- Excellent IT skills and experience working with social media
- Excellent administrative and organisational skills

Desirable

- Experience in engaging with policymakers;
- Awareness of research and innovation within an academic environment.
- Experience working on cross-national projects

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:

Sarah Waters, Professor of French Studies

Email: S.A.Waters@leeds.ac.uk

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 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 School of Languages, Cultures and Societies 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 under the 'Accessibility' heading on our [How to Apply](#) information page or by getting in touch by [emailing HR via hr@leeds.ac.uk](mailto:hr@leeds.ac.uk).



Criminal Records 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.

Salary Requirements of the Skilled Worker Visa Route

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

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>.

