



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Project Assistant – Global Methane Politics, School of Politics and International Studies, Faculty of Social Sciences



Salary: Grade 4 (£26,707 – £28,778 p.a. pro rata)

Reporting to: Professor Jan Selby, School of Politics and International Studies

Reference: ESLPO1107

Location: Social Sciences Building, University of Leeds

50% FTE, 17.5 Hours per week

Fixed term for 4.5 years from 1 January 2026 to complete a specific task or time limited work.

We are open to discussing flexible working arrangements

Project Assistant in Global Methane Politics, School of Politics and International Studies

Overview of the Role

Do you have interests in the environment, and politics? Do you have experience of providing administrative support? Are you a well organised individual with excellent interpersonal and communication skills? Can you work independently and proactively across a diverse range of activities and with a variety of people?

The Global Methane Politics project (METH-POL) is a five-year European Research Council-funded project, which aims to contribute to global climate change research and practice by exploring the distinctive political dynamics and challenges associated with methane emissions and emission reduction efforts. The project is led by Professor Jan Selby in Leeds' School of Politics and International Studies and will involve a team of seven people – the Principal Investigator and Project Assistant, plus three Post-Doctoral and two PhD Researchers. The project will involve research across different methane emitting sectors – livestock, oil and gas, solid waste, coal, and wastewater – and in more than a dozen countries spanning global North and South, and will also involve extensive communications and non-academic engagement work.

As a Project Assistant, you will work closely with Professor Selby to assist with the project's effective delivery. You will start just as the project is launched (January 2026), and will assist with researcher recruitment and with setting up the project's various research management processes. You will be responsible for project communications (including the project website and social media profile), and for organising project events and engagement activities. You will also provide support for the organisation of travel, fieldwork and other research logistics. You will provide secretarial support, where needed. And you will participate in the project as a core member of its team.

You will have excellent organisational and interpersonal skills with the ability to build effective working relationships with project team members and external stakeholders. You will have proven administrative experience including in planning and organising busy events. You will have experience with communications, including skills in website management. You will have excellent IT skills and the ability to use Microsoft Word, Excel and Outlook.



What does the role entail?

As a Project Assistant your main duties will include:

- Providing administrative support to the Principal Investigator, including dealing with requests for appointments, and co-ordinating meetings, events and workshops;
- Responding to and managing enquiries through relevant communication channels, especially e-mail and phone, and escalating issues as appropriate;
- Acting as a professional and friendly first point of contact for internal and external stakeholders, disseminating information in a helpful and engaging manner;
- Managing the project's website and social media profiles on a day-to-day basis, as well as contributing to other communications activity;
- Using your initiative to solve straightforward problems, following procedures and seeking further information as required;
- Arranging and servicing project meetings; providing key information, co-ordinating diaries, preparing and disseminating agendas, papers, minute taking and recording of actions;
- Assisting the Principal Investigator with team recruitment, including assisting with the organisation of interviews;
- Purchasing in accordance with University policies, e.g. of equipment, catering, travel, accommodation and venues;
- Assisting the Principal Investigator with project budget management;
- Providing support for the organisation of travel, fieldwork and other research logistics;
- Creating and maintaining project databases, for contacts, sources, etc.;
- Contributing to team meetings and decisions and providing support and advice to colleagues within the team;
- Undertaking training and development, as required.

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.



What will you bring to the role?

As a Project Assistant on the Global Methane Politics project you will have:

- Experience of working in an office environment in an administrative role;
- Excellent interpersonal and communication skills with the ability to build effective working relationships with team members and external stakeholders;
- Excellent administrative and organisational skills, in relation to, for instance, purchasing, budget management, organisation of events, and management of project databases;
- Experience with communications, including skills in website management.
- Proven ability to use initiative and work independently, as well as part of team; prioritising own workload and solving routine problems, escalating issues as necessary and offering suggestions;
- Ability to provide a professional, friendly and proactive approach;
- Proven ability to work accurately with attention to detail and maintain confidentiality;
- Excellent IT skills relating to digital media with the ability to use Microsoft Word, Excel and Outlook, and a willingness to develop further capacity;
- Willingness to undertake training and development, as required.

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:

Jan Selby, Professor of International Politics and Climate Change, School of Politics and International Studies, University of Leeds

Email: j.selby@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 staff and students from all walks of life and from across the world. We foster an inclusive environment where all can flourish and prosper. Within the School of Politics and International Studies we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring. We particularly encourage applications from, amongst others, members of Black, Asian and other minoritised groups; people who identify as LGBT+; and people with disabilities. Candidates will always be selected based on merit and ability.

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

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.

