



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Communications Officer for the Development in Africa with Radio Astronomy Project, Faculty of Engineering and Physical Sciences



Salary: Grade 6 (£33,951– £39,906 p.a. pro rata)

Reporting to: Dr Emma Smith

Reference: EPSPA1133

Closing date: Monday 19 January 2026

Part-time, 17.5 hours per week

Fixed term (until 31 March 2027 - to complete specific time limited work)

Location: Leeds main campus (with scope for hybrid working)

We are open to discussing flexible working arrangements

Communications Officer for the Development in Africa with Radio Astronomy Project, Faculty of Engineering and Physical Sciences.

Would you like to join a ground-breaking international project working with developing countries in Africa? Are you able to communicate to a broad audience using websites and social media? Do you want to work as part of an international team?

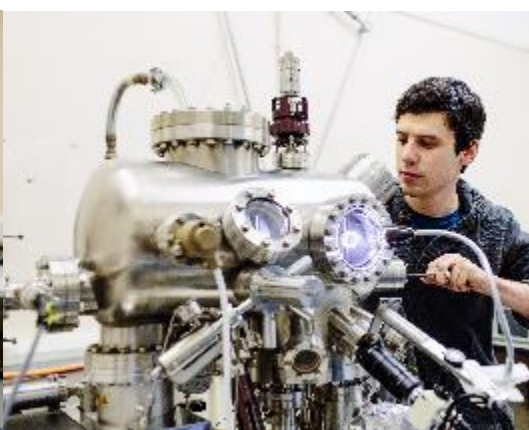
Overview of the role

As Communications Officer of the Development in Africa with Radio Astronomy (DARA) Project (www.dara-project.org) you will take the lead on communicating the activities and successes of the project to a wide audience, across a range of channels. DARA aims to develop high tech skills using radio astronomy in a number of African countries. Radio astronomy encompasses all of the science, technology, engineering and mathematics (STEM) skills that underpin the emergence of a strong developed economy.

You will develop the project's website to provide up-to-date information around training opportunities, as well as longer-form articles about project activities. You will also use social media to broadcast news, events, and successes of the project. You will be involved in gathering evidence to assess the impact of the project that will lead to a submission of an impact case for REF2029.

You will work closely with the Project Manager and the Principal Investigator (PI) to effectively communicate the project to key stakeholders including young African scientists, academic team members in UK and African institutions, policy makers and the general public.

You will have excellent communication skills and a track record of website and/or social media communications for project dissemination. You will also have willingness to work with partners in African countries. You must be able to work flexibly, independently and collaboratively. Experience in communicating STEM subjects is desirable.



Main duties and responsibilities

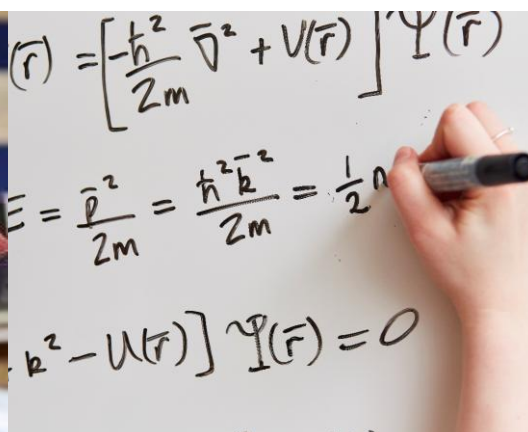
- Strategic communications, including social media, project website and key publications such as brochures and promotional materials;
- Tracking the career destinations of all basic and advanced trainees who undergo training on the project as part of impact assessment;
- Use your initiative to solve straightforward problems, prioritising work and seeking further information as required;
- Build and maintain effective relationships with colleagues at all levels and, where appropriate, translate their requirements into communications actions;
- Support with the evaluation and monitoring of communication activities.

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

- Excellent written communication skills with a proven ability to develop effective relationships with other institutions and partners;
- A track record of leading website design and/or social media outputs for a project;
- A willingness to work with African partners;
- A personal commitment to sustainable development issues;
- Self-motivated with ability to identify priorities, organise own workload effectively to meet agreed objectives;
- Proven organisational and interpersonal skills; good attention to detail and accuracy;
- Proven ability to work both independently and as part of a team;
- High level of competency in the use of website design tools and social media;
- The ability to work accurately under pressure with a flexible and pro-active approach to work whilst managing projects to tight deadlines.



Desirable

- Experience of working with developing countries;
- Experience of working with African countries;
- Experience communicating STEM topics;
- Familiarity with the use of Wix website design and LinkedIn.

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:

[Dr Emma Smith](#), Project Manager for the DARA project

Email: E.C.Smith1@leeds.ac.uk

Additional information

Faculty and School Information

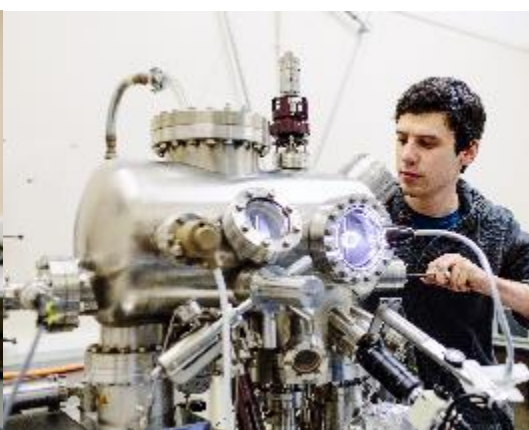
Further information is available on the research and teaching activities of the [Faculty of Engineering & Physical Sciences](#), and the School of [Physics and Astronomy](#)

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.

A diverse workforce

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 Engineering and Physical Sciences 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 Engineering and Physical Sciences are proud to have been awarded the Athena SWAN [Silver](#) Award from the Equality Challenge Unit, the national body that promotes equality in the higher education sector. Our [equality and inclusion webpage](#) provides more information.

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.

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.

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 [the Government's Skilled Worker visa page](#).

For research and academic posts, we will consider eligibility under the Global Talent visa. For more information, please visit [the Government's page, Apply for the Global Talent visa](#).

