Salary: Grade 6 (£26,052– £31,076 p.a.)

Reference: AHCLC1007

Closing date: 5 December 2016

Fixed term until 30 June 2017, immediate start available
Project Officer on the AHRC-funded ‘Impact Project’: Using Digital Tools to Challenge Xenophobia and Support International Development in South Africa

Do you have experience of working with Community-Based Organisations in South Africa? Do you possess a good knowledge of the principles of Holocaust Education, with experience of public engagement and collaboration with external partners, particularly with young people?

As Project Officer, you will make a significant contribution to a major digital public-engagement project, funded by the UK Arts and Humanities Research Council. You will be based in Johannesburg for some months of the project and you will work with groups of young people across the Gauteng province of South Africa to challenge the rising tide of xenophobia to be found in the country today, supporting the work of the international development NGOs, The Bishop Simeon Trust (BST) and THEMBA Interactive and the 20 Community Based Organisations (CBOs) they support in the region.

Working in partnership with BST and THEMBA and the Johannesburg Holocaust & Genocide Centre (JHGC), the project will use the exhibitions, archive and other resources of JHGC to create a set of digital educational materials that will explore the lessons that can be learnt for South Africa today from the ethnic violence of the Holocaust and the Rwandan Genocide. You will coordinate all project activities, helping to make a range of digital resources, the precise nature of which will be decided via a process of knowledge exchange and co-production. These resources will then be used as part of an educational programme to be rolled out across, and embedded within, the wider educational activities of all the CBOs and will also be displayed at JHGC.

What does the role entail?

As Project Officer, your main duties will include:

- Participating in knowledge exchange activities across all partners, ensuring that the project aligns with the wider aims and activities of the University, BST/THEMA and JHGC;
- Organising all events and meetings connected to the project, including knowledge exchange workshops, events in the CBOs, as well as public facing ‘launch’ and ‘celebration’ events;
- Regularly visiting project partners, in the UK and South Africa.
Undertaking training in the use of the Yarn digital tool and supporting participants in the project to use this tool to co-produce digital resources;

Ensuring excellent communication between all parts of the project and core members of the project team (JHGC, BST, THEMBA, Leeds PI and Co-I-s);

Providing administrative support for the project;

Undertaking regular evaluation of the project’s progress and assessing its final impact, including devising participant questionnaires, interviews and input into a final report;

Maintaining the content of a project website by providing brief updates on the project’s progress and uploading relevant material;

Publicising the project using a range of media outlets, in collaboration with the University’s Press Office and Communications teams.

What will you bring to the role?

As Project Officer you will have:

- A degree or equivalent experience;
- Experience of working with Community-Based Organisations in South Africa;
- Experience of public engagement and collaboration with external partners, particularly with young people;
- A good knowledge of the principles of Holocaust Education;
- Experience of using community arts to engage ‘hard-to-reach’ communities and some experience of using participatory arts in an international-development setting;
- Ability to travel internationally, for significant periods in order to be able to carry out the fieldwork involved in the project (based in South Africa);
- Excellent project management and event management skills, with an understanding of how to monitor and evaluate collaborative projects;
- Excellent communication skills, with a high standard of written and spoken English
- An ability to work independently, under direction in a team;
- Excellent organisational skills; able to prioritise own tasks and meet agreed deadlines, working with accuracy and attention to detail;
- Excellent IT skills including knowledge of managing websites;
• Excellent interpersonal skills; able to work positively with a diverse range of stakeholders;
• Flexible and adaptable with a proactive approach;
• Commitment to the project’s principles of genuine and democratic coproduction of educational resources that engage the museum sector, universities and the international development sector;

You may also have:
• A good understanding of the principles of ‘coproduction’ (collaborative projects involving university researchers and community groups);
• A good understanding of the work of the JHGC, BST and THEMBA;
• Experience of working across the academic and international development sectors;
• Experience of using Salesforce or other CRM software.

How to apply

You can apply for this role online; more guidance can be found on our How to Apply information. Applications should be submitted by 23.59 (UK time) on the closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Professor Paul Cooke, Principal Investigator
Email: p.cooke@leeds.ac.uk

Additional information

Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in our Working at Leeds information.
Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our Accessibility information or by getting in touch with us at 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 accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information.