

ABOUT LOUGHBOROUGH UNIVERSITY

DEPARTMENT OF GEOGRAPHY

**INTASAVE/LOUGHBOROUGH UNIVERSITY – RESEARCHER AND BID-WRITER
(LOW CARBON ENERGY FOR DEVELOPMENT)**

FIXED-TERM FOR 24 MONTHS

REQ15355

MAY 2015

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

JOB DESCRIPTION

Job Grade: Research Grade 6

Job Purpose

The post holder will work under the supervision of Dr. Ed Brown (Senior Lecturer in Human Geography, Co-Chair UK Low Carbon Energy for Development Network) in identifying funding opportunities and writing proposals to strengthen the ongoing research collaboration between INTASAVE and Loughborough University in the field of low carbon energy for development and in support of the work of the UK Low Carbon Energy for Development Network (<http://www.lcedn.com>).

Job Duties

1. The post holder will be responsible for identifying and assessing research and consultancy project opportunities aligned to INTASAVE & Loughborough University's joint strategic goals in our research partnership; in the field of low carbon innovation, green growth and energy for development (E4D) from a variety of major national, regional and international donors and other organisations.
2. In collaboration with Dr. Brown, Dr. Murray Simpson (Chief Executive Officer, INTASAVE) and other colleagues within both organizations, the postholder will lead in the drafting, coordination and delivery of selected applications to those funders.
3. Conducting background research relevant to those funding proposals.
4. Collecting, collating and analysing information and data in support of existing INTASAVE & Loughborough University's current and potential project work.

5. Completing 'capability' statements and other promotional pieces for third-party funding submissions.
6. Promoting INTASAVE & Loughborough University's work globally; by writing promotional material and other resources associated with existing Loughborough/INTASAVE collaborations.
7. Assisting with communications and marketing tasks, associated with fundraising e.g. website, copy.
8. Attendance and minute-taking at face-to-face and skype project management meetings.
9. Contribution to publications stemming from the work conducted in preparation of bids.
10. Completion of an agreed programme of professional development.
11. Other duties as assigned from time to time.

Special Conditions

None.

Organisational Responsibility

Reports to: Ed Brown (PI for this project)

Responsible for: none

Other

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

DEPARTMENT OF GEOGRAPHY

PERSON SPECIFICATION

Job Title: Researcher and Bid-Writer

Job Grade: Grade 6

	Essential	Desirable	Stage to be Assessed
Experience	Knowledge and experience of sustainable development issues and/or climate compatible development	Experience and understanding of energy issues within the context of international development research	1,3
	Experience of submitting bids to a variety of international development focused donors and funders, with demonstrable results	Experience of successful bid-writing specifically within the energy and international development field	1,3
		Experience of analysing fundraising approaches and providing input into strategic development of fundraising for research	1,3
	Experience of managing relationships with multiple partners		1,3
	Experience of reviewing and synthesizing multiple forms of evidence and drawing conclusions		1,3

<p>Skills and abilities</p>	<p>Proven track record of producing complex documents for consumption by both technical and non-technical users</p> <p>Oral communication skills sufficient to be able to address a range of different audiences clearly and effectively</p> <p>Ability to review, analyse and synthesise long and detailed documents and reports</p> <p>Strong computer skills, particularly digital presentations, Word documents and Excel calculations</p>	<p>Ability to write to a high academic quality and to publish in international journals</p> <p>Competence in social media use and website maintenance</p> <p>Experience of working for a global organisation with international standards and expectations, in relation to delivery, implementation and performance</p>	<p>1,3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>1,3</p>
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	Ability to multi-task, work under pressure and meet regular tight deadlines		3
	A flexible, methodical and conscientious approach to work		3
	Ability to work both independently and as a team member		3
	Self-motivated and passionate about the subject of climate change and low carbon development		3
Training	A willingness to undertake further training as appropriate and to adopt new procedures as and when required		3
Education and Qualifications	Master's degree in a relevant subject with strong focus on climate change or renewable energy OR/AND the equivalent in terms of experience and seniority	PhD in a relevant subject with strong focus on climate change or renewable energy OR/AND the equivalent in terms of experience and seniority	1,3
Equality and Diversity	Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace		1, 3

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Stages in assessment:

- 1= application form at short listing
- 2= selection test
- 3= interview

Conditions of Service

The appointment will be on a full time, fixed term contract. Salary is on Research Grade 6 (£28,695 - £30,434 per annum) at a starting salary commensurate with experience and qualifications.

The appointment will be subject to the University's normal Terms and Conditions of Employment for **Academic and Related** staff, details of which can be found at:

http://www.lboro.ac.uk/media/wwwlboroacuk/content/humanresources/downloads/acadrelatedcos_v1.pdf

Informal Enquiries

Informal enquiries should be made to **Dr Ed Brown, Senior Lecturer in Human Geography** by email at: **E.D.Brown@lboro.ac.uk** or by telephone on +44 (0)1509 222738.

Application

The closing date for receipt of applications is **Friday 10 July 2015**.

Interview Date

Interviews will be held **week commencing 7 September 2015**.