

## Enterprise/Research Associate in Development and Higher Education

### Project: Facilitating philanthropic engagement in African Higher Education

Job Ref: REQ180153

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### Project Description

This project will advance the knowledge economy in Africa by supporting African universities to develop their philanthropic activities in order to realise their institutional missions. It is timely and urgent. The expansion of higher education in Africa has emerged alongside a retrenchment by national governments in terms of HE funding. As a consequence HEIs are constrained in their capacity to generate the high level knowledge and skills that are vital for vibrant and open societies nationally and globally.

Funded by the Higher Education Innovation Fund, the project will bring together research experience in the Geography Department on philanthropy and the global geographies of HE, and over 12 years of professional experience by the Council for Advancement and Support of Education (CASE) in developing educational resources and conducting workshops, seminars and conferences on philanthropy for HEIs in East, West and South Africa.

The Enterprise/Research Associate will be based at the CASE office in London and will be a member of the core project team comprising Professor Morag Bell, Dr James Esson and Michael Hoyler at Loughborough University and the Vice President of Global Engagement at CASE, Tricia King, and the Executive Director, Global Engagement, Liz Reilly.

In collaboration with members of five African partner HEIs the Associate will produce materials and resources that will shape the future work of CASE in Africa. Outputs from the project will also contribute over time to the activities of CASE in Latin America and Asia, and they will assist in the reframing of policy internationally about the relations between cultures of philanthropy and the knowledge economy.

### Job Description

**Job Grade:** Specialist and Supporting Academic Grade 6

### Job Purpose

To distil lessons learned from existing research by Loughborough Geography and professional experience by CASE in Africa and to co-create and test a framework for philanthropic engagement at selected African HEIs. The goal is to assist HEIs in building a culture of philanthropy by implementing advancement policies and best practices.

### Job Duties

- To gather and curate existing materials produced by CASE.
- To identify key philanthropic themes, including case study exemplars and relevant generic practices.
- To create content that is adaptable to different institutional and national contexts.
- To formulate strategies for developing communities of practice through face-to-face, digital and remote media.
- To synthesise the implications for institutional and national policies.

- To be responsible for conducting the day to day running of the project.
- To formulate detailed plans for the project based on broad guidance from the project team.
- To feed back to the project team on progress, to make recommendations for next steps.
- To write up regular progress reports and present outcomes to the core project team and collaborators.
- To attend meetings and make presentations within the core project team, to the collaborators' liaison group and to external stakeholders.
- To support the core project team by enhancing relationships with existing collaborators and by assisting the establishment of relationships with new collaborators.
- To contribute to project dissemination and public engagement events.
- To contribute ideas for new research and enterprise directions.
- To attend and contribute to conferences as required.
- To maintain confidentiality at all times and ensure that intellectual property (IPR) agreements are not violated.
- To engage in training programmes in the University (or elsewhere) that are consistent with the needs and aspirations of the project and those of the Department.
- To undertake other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

### **Points To Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

### **Special Conditions**

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.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

### **Organisational Responsibility**

Reports to Michael Hoyler, Reader in Human Geography.

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience	Background in a relevant social science discipline	1, 3
	Experience of independent and collaborative working	1, 3
	Experience of working in an internationally recognised academic or professional environment	1, 3
	Experience of authoring original work such as research reports, policy briefs or conference papers.	1, 3
Skills and abilities	Ability to analyse and synthesise materials from a range of sources	1, 2, 3
	Ability to present findings clearly and concisely	1, 3
	Excellent written and oral communication skills	1, 2, 3
	Self-motivated with ability to meet deadlines	1, 3
	Excellent interpersonal, and organisational skills	1, 2, 3
	Working knowledge and competent use of relevant MS Office packages	1, 2
	Knowledge of relevant Health & Safety issues	2, 3
Training	Willingness to undertake appropriate further training and to adopt new procedures as and when required.	1, 3
Qualifications	PhD or equivalent relevant experience	1
Other	Commitment to observing the University's Equal Opportunities policy at all times.	3
	Willingness to travel within the UK as required.	1, 3

### Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in philanthropy	1, 3
	Experience of project management	1, 3
	Working in a high quality academic/professional environment	1, 3
	Experience of working in an international environment	1, 3
Skills and abilities	Ability to create content digitally using different visualisation techniques	1, 3

## Conditions of Service

The position is full time and fixed term until 31 March 2019. Salary will be on Specialist and Supporting Academic Grade 6, Spinal Point 32, £34,520 per annum, plus £3,085 London allowance per annum.

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 [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

## Informal Enquiries

Informal enquiries should be made to Michael Hoyler, Reader in Human Geography by email at [M.Hoyler@lboro.ac.uk](mailto:M.Hoyler@lboro.ac.uk) or by telephone on 01509 222740

## Applications

The closing date for receipt of applications is **21 March 2018**.