

## INTERNATIONAL LIAISON MANAGER (MODERN ENERGY COOKING SERVICES PROGRAMME)

Two posts full-time and fixed-term for 24 months

Job Ref: REQ190356

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

<https://www.lboro.ac.uk/departments/geography/>

### Job Description

**Job Grade: Management and Specialist Grade 7 (part-time or job share arrangements are welcomed for these roles)**

#### Job Purpose:

To develop and implement a strategy for rapidly establishing the MECS programme as a major global player within the international energy access and clean cooking communities. This will be achieved via establishing and solidifying the global brand of MECS and building a global coalition of committed stakeholders, co-funders and decision-makers to support the achievement of MECS' key ambitions (that is accelerating the transition from biomass use to genuinely clean cooking using gas or electricity through a combination of support for technology development and business innovation, promotion of behaviour change and clean cooking demand and policy engagement). To be a member of the MECS management team.

#### Job Duties

- To contribute to and make recommendations to the MECS management team in the development of overall MECS delivery strategy by exploring how and where it might expand or how its ambition might be expanded. This could include developing existing MECS work streams, adding new activities, crowding in additional finance, or aligning with similar initiatives and programmes.
- Responsible for project outreach and engagement with a range of key UK and international stakeholders (external Universities, Government Offices; Multilateral Banks, Major NGOs, the private sector, Philanthropists, donors etc) who are likely to be interested in promoting modern energy cooking services and have programmes that could complement MECS objectives and actively promoting the project outcomes to these organisations.
- To create an international network of organisations interested in clean cooking in developing countries and developing and maintaining all appropriate databases and records of relevance to this network and its activities
- Responsible for raising the profile of the MECS programme amongst key gatekeepers amongst those international stakeholders by high-level networking via new and existing contacts and the development of partnerships, workshops, sandpits and joint activities.
- To author high level briefing papers and other media designed to influence key stakeholders
- Horizon scanning for appropriate engagement opportunities and delivery of targeted messages within those opportunities

- To work with the MECS Project Manager to develop MECS's profile as the international hub for research and delivery on transitions to Modern Energy Cooking Services.
- To facilitate linkages to international funders
- To develop and implement a strategy for securing co-funding for MECS activities and to lead in the writing and production of grant proposals to external funding bodies and organisations for additional funding to support the programme
- Responsible for attending Management Board and Advisory Group Meetings and contributing to decision making.
- Responsible for delivering high-level internal and external Programme related seminars/workshops as and when required.
- To work with the MECS leadership team in designing and implementing strategies for accelerating the high-level dissemination of MECS knowledge products, the uptake of technological developments and the adoption of policy recommendations
- To engage in training programmes in the University (e.g. through Staff Development) which are consistent with your needs and aspirations and those of the project.

### **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 MECS Research Director

Level of Supervision Received: Plan own work to ensure the meeting of defined objectives

## 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 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience	Substantial high-level professional experience in the international business sector, policy-making and/or the international development community.	1,2,3
	Proven significant experience of interfacing with government/industry/civil society and developing strong relationships with partners and stakeholders.	1,3
	Proven experience of developing and implementing strategic programmes.	1, 3
	Significant experience of high-level influencing and networking with a broad range of external stakeholders from multiple countries including industry and/or NGO and/or local government and policy makers.	1,3
	Experience of managing relationships with multiple partners, including with individuals in very senior positions.	1,3
	Experience in raising finance, this may include raising finance for private sector investment and/or accessing funding from charities, NGOs and government organisations.	1,3
	Significant successful experience of writing and preparing research funding applications and grant proposals.	1,3
Skills abilities and knowledge	Proven ability to produce high quality and clearly targeted written and verbal reports to specific audiences.	1,3
	Oral communication skills sufficient to be able to address a range of different audiences with varying understanding of English clearly and effectively.	3
	Excellent purposeful networking, communication, interpersonal and organisational skills.	1, 3
	Competence in IT skills and Internet usage.	3
	Proven ability to work on own initiative, but also both as a leader and part of a team.	1,3
	Ability to work as part of a globally dispersed team and to collaborate with others effectively.	3
	Ability to respond immediately to changing priorities and rationalise competing demands.	1,3
	Ability to deal with a wide range of complex enquiries.	3
	Maintenance of strict confidentiality at all times.	3
Training	A willingness to undertake further training as appropriate and to adopt new procedures as and when required.	3
Qualifications	Good honours degree in a related subject or equivalent experience.	1,3

Other	Commitment to observing the University's Equal Opportunities policy at all times.	3
	Willingness to travel on behalf of the project including overseas.	3

### Desirable Criteria

Area	Criteria	Stage
Experience	Significant experience of working with various media (TV, newspaper, social media, radio etc.).	1,3
	Specific expertise in a relevant sector, for example within the energy, clean cooking, product development and/or international development field.	1,3
Skills and abilities	Ability to write for a range of different academic and non-academic audiences.	1,3
	Competence in social media use.	3
	Knowledge of marketing and promotion through traditional and electronic media.	1,3
	Ability to present proposals and legal, regulatory and procedural information with clarity.	1,3
	Awareness of Intellectual Property Rights.	1, 3
Qualifications	Masters or PhD in a relevant subject.	1

## Conditions of Service

These positions are full-time and fixed-term for 24 months. Salary will be on Management and Specialist Grade 7, £40,792 to £48,677 (pro rata) per annum, at a starting salary to be confirmed on offer of appointment. Subject to annual pay award. In exceptional circumstances the University may offer a market supplement of up to £56,403 per annum.

The appointment will be subject to the University's Terms and Conditions of Employment for Staff Grades 6 and above, 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 can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

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/>

## Applications

The closing date for receipt of applications is **23 May 2019**. Interviews date will be **10 June 2019**.