

## Project Development Manager - Disability, Sport and Social Change

(Maternity Leave Cover – 9-12 Months)

Job Ref: REQ211186

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### About Loughborough University London

Loughborough University is one of the UK's leading academic institutions with international recognition for research relevance, enterprise, and sporting success. Our [outstanding research](#) generates globally important work that is driven by society's need for solutions to real-life issues. The London campus, in the heart of the Queen Elizabeth Olympic Park opened its doors 2015.

[Loughborough University London \(LU LDN\)](#) is a strategic initiative to grow the size of the University, open up new markets, enhance partnerships with business, commerce, enterprise, industry, government and international HEIs, and grow the number of PG students within the University.

### Project background

Loughborough University London is a founding partner of the collaborative organisation the [Global Disability Innovation Hub](#) (GDI Hub). GDI Hub was born out the legacy of the London 2012 Paralympic Games and brings together partners connected to the Queen Elizabeth Olympic Park and now globally, it works with local communities, academics, experts and disabled people to drive innovation through co-design and creative thinking:

In 2019, GDI Hub was awarded funding (£19.8m) from the UK Foreign, Commonwealth, and Development Office for a global programme – [AT2030 – Life Changing Assistive Technology for All](#). AT2030 is made up of sub-programmes, one of which is 'Para Sport Against Stigma'. Loughborough University is leading this 4-year programme (2020-2024) of research and implementation with the International Paralympic Committee and University of Malawi, Chancellor College. Focused on dispelling disability stigma and promoting AT uptake in Sub-Saharan Africa, project themes include broadcast coverage, community engagement and athlete development.

Relationship building around [Para Sport Against Stigma](#) has also expanded LU LND's research portfolio in the area of disability, sport and social change with two additional projects in 2020/21.

This role will ensure that, during the maternity leave period, project management of these three international research projects are consistent and enabled to succeed at achieving planned targets. This role will be crucial to ensuring communication and understanding across partners is maintained.

### Job Description

**Job Grade:** Management and Specialist Grade 7 £42,149-50,296 (+ £3,252 London Weighting)

### Job Purpose

- To implement project plans against establish project frameworks
- To monitor project schedules, budgets, and risks with support from line manager and principle investigators
- To maintain relationships with existing partners though regular calls, meetings and events
- To support ongoing funding bids and partnership develop opportunities to extend the strategic life span of

projects

- To support the Future Space team in ongoing projects

The post-holder will also support a sustainability strategy for the team in Loughborough University London. This will help to grow the University's international research reputation, and also its external income.

This post will be based at Loughborough University London's Campus on the Queen Elizabeth Olympic Park.

## **Job Duties**

### **Project Management**

- Provide overall project management to the projects working with funders, partners and implementers to deliver on the project's ambitions.
- Work with the Research and Enterprise Office to manage project finances, contracts etc.
- Ensure reporting across the projects enables deliver on its contractual requirements.
- Complete regular internal and external project delivery reports to ensure all are informed and that the project hits contractually targets agreed with funders.
- Facilitate good communication across partners to maintain and enhance relationships.
- Enable regular partner meetings to share learning and practice and provide opportunities for researchers to learn and influence practice
- Report back regularly to manager and, where asked, provide update to project boards.

### **Project Sustainability**

- Ensure the model of the project delivers on enabling project partners to develop capacity and build their capabilities to deliver beyond the project timeline
- Develop relationships with academics across the University and GDIH partners, in order to facilitate engagement with opportunities for inter- and multi-disciplinary research with internal and external partners.
- Horizon-scan to identify major funding opportunities and co-ordinate processes and activity to fully realise key openings as they emerge. Keep up to date on new policy developments and funding programmes, cascading information via appropriate media and networks
- Advise and support academic and professional colleagues with regard to the identification of funding opportunities and the development of research proposals
- Play a lead role in the scoping and preparation of major multi-disciplinary and/or strategic funding applications to support the project beyond its initial lifespan
- Develop networks internally and externally to enable researchers and academics to grow research activities, including organising workshops and events. Where appropriate these will be in conjunction with other relevant professional services e.g. training in conjunction with the Doctoral College and Centre for Academic Practice, external events with Marketing and Advancement
- As part of research development activity, work with Enterprise Office colleagues to support the formation and/or enhancement of partnerships with business, public and voluntary organisations. Work with colleagues in the Enterprise Office on one-off specific projects, and areas of complementarity

### **General duties**

- Represent the London Campus and University internally and externally, as appropriate.
- Carry out specific administrative roles and functions as may be reasonably required e.g. to take part in or act as chair of committees, boards and working groups, whether within the University or externally, as

appropriate.

- Engage with and support training programmes in the University.
- Develop resources and web content to support the remit of Loughborough University London
- Undertake such 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.

This role is based at Loughborough Universities London campus and will involve frequent travel across London, Europe and partner countries to meet with GDIH partners as well as potentially travel to the Loughborough campus.

### **Organisational Responsibility**

Reports to Ben Cole LU LDN Head of Strategic Projects

## Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. 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	Knowledge of project management tools and experience managing complex international programmes of activity	1,2
	International work experience, including an understanding of Para sport and/or disability across different geographic locations	1,3
	Experience supporting and delivering major projects that seek to influence governments, NGOs and other stakeholders	1,3
	Experience working with a wide range of international stakeholders across the private sector, public sector, third sector and academic projects	
	Significant experience interacting with external partners and maintaining a network of contacts	1,3
	Experience of adapting own skills to new circumstances	1,3
	Experience of delivering presentations and communicating to staff at all levels internally and externally	1,2,3
Skills and abilities	Effective communication skills: verbal and written, including report/proposal writing and editing skills	1,2,3
	Excellent project management, financial and ICT skills	1,3
	Excellent analytical skills with the ability to interpret and disseminate information from complex strategic documents and funding calls	1,3
	Evidence of skills of persuasion and diplomacy	1,3
	Proven capacity to work flexibly, independently and as part of a team	1,3
	Ability to manage multiple projects, prioritise workload, work to deadlines, and use initiative	1,3
	Ability to developing creative approaches to problem solving	1,3
Training	Demonstrate evidence of having undertaken further training	1,3
	Willingness to undertake training as appropriate	1,3
Qualifications	A good honours degree	1
	Postgraduate qualification or equivalent experience in a relevant area	1,3
Other	Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace, and a commitment to observing the University's Equal Opportunities Policy and other relevant policies at all times	1,3
	Willingness to work outside normal office hours to meet the demands of the job	1,3

## Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a development agency	1,3
	Experience of working on multi stakeholder, multi-disciplinary action research projects in an academic, industry or public sector setting	1,3
	Experience of driving large multi-stakeholder projects	1,3
	Experience of working with and for disability programmes that seek to deliver positive change to the lives of disabled people globally	1,3
Skills and abilities	An understanding of and an empathy with the current opportunities and challenges in terms of delivery impactful change in the lives of disabled people globally	1,3
	An understanding of and an empathy with the research environment of the University and its significance for the University, its Schools' individual researchers, students and the wider community	1,3

## Conditions of Service

The position is full time and fixed term for 9 months (possibly extending to 12 months). Requests for Job share and part time working may be considered in exceptional circumstances. Salary will be on Management and Specialist Grade 7, £42,149 -£50,296 (+ £3,252 London Weighting), at a starting salary to be confirmed on offer of appointment. The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative 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>

Loughborough University London Staff are eligible to apply for an interest free season ticket loan and corporate gym membership.

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 Ben Cole Head of Strategic Projects Loughborough University London by email at [b.p.cole@lboro.ac.uk](mailto:b.p.cole@lboro.ac.uk) or by telephone on 01509 222236.

## Applications

The closing date for receipt of applications is **10<sup>th</sup> January 2022**. Interviews will be held on **13<sup>th</sup> January 2022**.