

Research & Programme Assistant, Modern Energy Cooking Services (MECS) Programme

Job Ref: REQ240710

Full-time, fixed term, starting as soon as possible and ending on 31st March 2026

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

The Modern Energy Cooking Services Programme (MECS), is a £55 million, 8 year programme funded by UKAid through the Foreign Commonwealth and Development Office, led by Loughborough University. MECS is led by a Professor (he/him). We're looking for a person to join the team who will work specifically alongside the programme lead.

This new role will work closely with the lead, supporting him on a task and finish basis. Travel will be an important part of the role. The person will travel with the lead, accompanying him on trips, helping to organise his travel, organising and participating in meetings during the event, and following up with contacts and activities post-event. The post holder must be willing and able to travel overseas for extended periods of time (up to 3 weeks), multiple times per year.

The role will involve engaging with partners from a wide variety of backgrounds and countries. The person selected will need to be very organised. The work will be varied, responding to opportunities as they arise, sometimes at very short notice. We are looking for someone pro-active who can take initiative when appropriate, but who is also able to work as part of a large team and able to communicate with people from different backgrounds including those working at very high levels of government. This role is an ideal opportunity for someone looking to gain experience of working in a large scale, international research programme.

Job Description

Job Grade: Specialist and Supporting Academic, Grade 5

Job Duties

- To work closely with the MECS Director, responding to requests to complete tasks with speed and efficiency
- To complete research tasks including, collation, and analysis of data e.g. from literature reviews, key informant interviews, using quantitative and qualitative analysis.
- Use the research findings to develop programme outputs for publication e.g. blog posts, briefing notes, presentations etc. for use by the MECS team and externally.
- To attend and input at regular internal meetings.
- To support the MECS Partnerships Manager in looking for opportunities to grow existing partnerships and broker new ones.
- To work with the Comms Team and Partnerships Manager to develop targeted materials to support engagement and partnership building during events.
- Travel with the MECS director to events, assisting him in arranging meetings whilst there and following up on actions and contacts once back.

- Respond efficiently and effectively on requests to complete activities related to the programme from other members of the senior leadership team.

Other related activities and functions

- Engage in training programmes in the University (or elsewhere) that are consistent with the needs and aspirations of the project and those of the School.
- Engage in relevant induction and training programmes as required.
- To work effectively with administrative, technical and academic colleagues across the University.
- To carry out specific administrative roles and functions as may be reasonably required.
- To engage fully with the annual Performance and Development Review (PDR) process.
- 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 the MECS Director with a dotted line to the MECS Programme Manager

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	Experience of interacting with people in a professional setting	1,2,3	
	Experience of dealing with multiple priorities, working to tight deadlines, and reacting to rapidly changing situations	1,3	
	Experience of completing undergraduate or masters level research tasks (qualitative or quantitative)	1,3	
	Experience of creating outputs (e.g. reports/blogs/ infographics/presentations etc)	1,2,3	
Skills and abilities	Excellent oral communication skills	1,3	
	Ability to do qualitative and/or quantitative research	1, 2,3	
	Ability to critically analyse data	1, 2,3	
	Competence in IT skills and Internet usage	1,3	
	Ability to listen to instructions and complete a task as requested	1,3	
	Ability to work under pressure	1,3	
	Ability to work as part of a team and to collaborate with others	1,3	
	Ability to manage own workload	1,3	
	Excellent attention to detail	1,2,3	
	Highly organised	1,2,3	
	Training	A willingness to undertake further training as appropriate and to adopt new procedures as and when required.	3
		A willingness to learn from the existing team	3
Qualifications	Good honours degree	1,3	
	Willingness to travel overseas regularly on behalf of the project	1,3	

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of interacting with people from multiple different countries in a professional setting	1,2,3
	A background in the clean cooking or sector or international development more broadly	1,2,3
Qualifications	Masters degree	1,3

The position is full time and fixed term starting as soon as possible and ending on the 31st March 2026. Salary will be on Grade 5, £27,979 – 32,982 per annum, at a starting salary to be confirmed on offer of appointment.

The university is committed to allowing its employees to work dynamically with a combination of working on campus and remotely, where possible. This role has been identified as a role that could work dynamically and if successful your manager will discuss these informal arrangements with you. Please note there is a general expectation that the successful candidate will spend the majority of time working on campus. (further information is available [here](#)).

The appointment will be subject to the University's Terms and Conditions of Employment 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/>