

Impact Hub Assistant (C-DICE) (Fixed Term until 30 December 2025)

Ref: REQ250683

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 Centre for Postdoctoral Development in Infrastructure, Cities and Energy (C-DICE) is a programme for developing postdoctoral talent in these sectors as well as Net Zero. It brings together into a network 18 higher education institutions from two projects, the Energy Research Accelerator (ERA) and the UK Collaboratorium for Research in Infrastructure and Cities (UKCRIC).

The Centre is led by Loughborough University, in partnership with the Universities of Cranfield and Birmingham, with each University leading a hub of the C-DICE programme (training, impact, development). The Impact Hub is based in the School of Architecture, Civil and Building Engineering at Loughborough University and is seeking an enthusiastic individual with proven administration skills to support our work in developing postdoctoral researchers in their careers and to support the delivery of our unique and ambitious programme of activities.

This is an exciting opportunity for someone to join C-DICE as a Hub Assistant, in return, the University offers good employment conditions and benefits and excellent opportunities for personal and career development.

You should have excellent communication skills, high quality administrative skills and great attention to detail. You will have organised and supported online and face-to-face events, have good organisational and IT skills.

Job Description

Job Grade: Administrative Services Grade 4

Job Purpose

There is now an opportunity to join the University as the Impact Hub Assistant on the C-DICE project. Working as part of a team across the Universities of Loughborough, Cranfield and Birmingham. The purpose of the role is to provide administrative support to the C-DICE programme, primarily supporting the Impact Hub activities, with some additional assistance to the training or development strands as required, to enable the successful delivery of the events, fellowships and activities. The Impact Hub assistant will be responsible for:

- The detailed planning and organisation of a range of events
- Ensuring participants receive a good experience
- Keeping financial records
- Monitoring financial expenditure of the C-DICE Fellows and Impact Hub activities
- Organising travel, purchasing, and conduct other similar administrative duties
- Support the planning and organisation of Impact Hub activities including Conferences, Sandpits and Dragon's Dens
- Supporting the team in ensuring effective dissemination, communication and recording outcomes of the C-DICE project

Events and activities may take place in partner institutions, so some travel will be required.

The post is 1.0 FTE.

Job Duties:

- Working closely with the C-DICE team to monitor and co-ordinate project resources.
- Supporting the planning, organisation and delivery of the Impact Hub events and activities, including online and face-to-face research sandpits, conferences, hackathons, and Dragon's Dens.
- Keeping records of the booking, attendance records, and partner contributions
- Monitoring and co-ordinating other partners contributions to the project with the support of the C-DICE Team
- Providing administrative support to the C-DICE team based at Loughborough
- Monitor the Impact Hub budget at Loughborough
- Liaise appropriately with internal stakeholders and project partners over other administrative aspects of the project progress.
- Day to day administrative support and purchasing, for the Impact Hub
- Act as secretary to Impact Hub meetings and other project meetings such as the Equity, Diversity and Inclusion Working Group as required.
- To develop and maintain a strong working relationship with university colleagues and external stakeholders as appropriate and to liaise appropriately with those in other Professional Services in order to carry out required roles and responsibilities.

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.

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 Equity, Diversity & Inclusion policy and procedures at all times. Duties must be carried out in accordance with relevant Equity, Diversity & Inclusion legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Belonging and Inclusion, Health & Safety, etc.

Organisational Responsibility:

Reports to: Impact Hub Development Officer

Responsible for: None

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	Previous administrative background with significant experience in a HEI/research environment	1,3
	Experience of event planning and organisation, both face-to-face and online	1,3
	Experience within a customer- focussed environment.	1,3
	Experience of working individually and as part of a team.	1,3
	Experience of liaising with people at all levels, in person, in writing (includes e-mail) any by telephone	1,3
	Experience of establishing and maintaining accurate electronic records.	1,3
Skills and abilities	Flexibility and the ability to adapt to a changing work environment.	1,3
	Excellent interpersonal, organisational, oral and written communication skills.	1,3
	Able to plan, prioritise and work independently with minimal supervision.	1,3
	Able to work with accuracy and attention to detail.	1,2,3
	Able to deal with a variety of people in a professional manner	1,3
	Ability to manage records of external participants in accordance with GDPR regulations	1,3
	Ability to use of social media to communicate with stakeholders.	1,3
	Experience of using IT skills including fluency with MS Office including MS teams, Zoom, Excel and Outlook diary management, and using databases	1,3
	Willingness and ability to travel in the UK with occasional overnight stays	1,3
Training	Demonstrate evidence of continuing professional development and be willing to undertake further training as appropriate and to adopt new procedures as and when required	1,3
	Adopt new procedures as and when required.	1,3
Education and Qualifications	A level education or equivalent	1
	GCSE Grade C or equivalent in English and Mathematics.	1
Equality and Diversity	Evidence of a good working knowledge of equal opportunities and understanding of equality, diversity and inclusion in the workplace	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of managing funding calls	1,3
	Experience of Loughborough University administrative processes	1,3
	Experience of Loughborough specific systems and procedures	1,3
Skills and abilities	Website management skills	1,3
	Confident in the use of social media to communicate with stakeholders and digital skills.	1,3
Education and Qualifications	Project management/or business studies/management studies/business administration qualification	1,3
Other	An interest in infrastructure, cities or energy research	1,3
	Knowledge and awareness of researcher development	1,3
	Able to take accurate minutes	1,3

Conditions of Service

The position is 1.0 FTE and Fixed Term to 30 December 2025. Salary will be on Administrative Services GRADE 4, £26,527 - £28,381 pro rata per annum, at a starting salary to be confirmed on offer of appointment. The appointment will be subject to the University's Terms and Conditions of Employment for STAFF GRADES 1-5, 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 30 June 2025. Interviews will be held on 14th July 2025.

Informal Enquiries

For informal enquiries please contact Swathi Mukundan (s.mukundan@lboro.ac.uk) 01509 227128