

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

Job Ref: REQ260248

School/Department summary: The mission of the Loughborough Centre for Sustainable Transitions: Energy, Environment and Resilience (STEER Centre) is to accelerate the transition to inclusive, sustainable and resilient energy systems through innovative research, analysis and capacity building. The STEER Centre sits within the Department of Geography and Environment in the School of Social Sciences and Humanities and has an extensive portfolio of cross-cutting and multi-disciplinary projects.

Project Description: The Modern Energy Cooking Services Programme (MECS), is a £99 million, 11 year programme funded by UKAid through the Foreign Commonwealth and Development Office, led by Loughborough University. MECS is led by a Professor (he/him).

STEER: [STEER | Loughborough University](#)

MECS: [Modern energy cooking services | School of Social Sciences and Humanities | Loughborough University](#)

Job Purpose

The postholder 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 outlined in the document.

Organisational Responsibility

Reports to the MECS Director with a dotted line to the MECS Programme Manager

Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 – Criteria measured at Application
- 2 – Criteria measured at Test/Assessment Centre/Presentation
- 3 - Criteria measured at 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
Other	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

Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to principles of equity, diversity and inclusion (EDI) while carrying out all duties, behaving in a manner that treats others with dignity and respect and upholds every persons right to lawful freedom of expression, freedom of speech and academic freedom. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Our Accreditations



We 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.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared themselves with a disability, provided they meet the essential criteria for a role. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics and students, who together work to make Higher Education institutions place of safety, solidarity and empowerment for people seeking sanctuary.

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.