1 Advertisement

Post Title: General Coordinator, TReND in Africa  
School/department: School of Life Sciences  
Hours: Full time or part time hours considered up to a maximum of 1.0 FTE. Requests for flexible working options will be considered (subject to business need).  
Contract: fixed term till 31/01/2020 (maternity cover)  
Reference: 3985  
Salary: starting at £30,046 to £33,797 per annum, pro rata if part time.  
Closing date: 2 July 2020  
Expected start date: July 2020

This vacancy is only open to those currently employed by the University of Sussex

We are seeking to appoint a general coordinator of the NGO TReND in Africa (www.TReNDinAfrica.org). TReND is co-directed by Sussex-based researcher Tom Baden (www.badenlab.org) together with Lucia Prieto-Godino (www.prietogodinolab.org, Francis Crick Institute, London).

Founded in 2011, TReND is a volunteer-based non-profit organisation aimed at fostering natural science, education and research on the African continent. Currently TReND has about 30 volunteer members on 4 continents who run different aspects of the organisation including volunteering and outreach programmes, equipment donation scheme, academic summer schools and open-science branch. The post holder will be expected to support the directors in coordinating the efforts of its volunteers and to take over core administrative, financial and organisational matters, as well as help to improve TReND’s online and social media presence. The post will also involve recruiting new volunteers and supporting other project as the need arises. Attending international conferences will be an important aspect of the post. Applicants will be expected to actively drive and source funding for TReND projects and eventually develop their own ideas around the support and promotion of African science. Given the international nature of the organisation, the postholder must have excellent communication and organisation skills and be able to work independently and under strict deadlines. While core funding is in place (for up to 5 years), the post holder will be expected to source additional funding through competitive grants and/or charitable, industrial or government sources towards their own position in the long term.

The University offers various schemes to provide real benefits to parents, these can be found at Family Friendly Policies

For full details and how to apply see our vacancies page

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds
2. The School/Division

The School of Life Sciences is the largest School in the University in terms of research activity with an annual research income of over £13m, and one of the largest in terms of student and staff population. The School has a teaching and research faculty of nearly 80, over 150 research fellows and technicians, and a small professional services team. Life Sciences have played a major role in the research and teaching of the University of Sussex since 1961. The original School of Biological Sciences (BIOLS), founded by John Maynard Smith FRS, trained some of the world’s leading biologists and biomedical scientists, and was a beacon of innovation and creativity in its integrated approach to research and teaching.

The current School of Life Sciences was formed in 2009 when Professor Laurence Pearl FRS was appointed as founding Head of the new School. Under his leadership the School adopted a unified structure with no formal departments. Instead there are six research Subject Groups – Neuroscience; Evolution, Behaviour and Environment; Genome Damage and Stability; Biochemistry and Biomedicine; Chemistry and the Sussex Drug Discovery Centre. Each research subject group is chaired by a prominent scientist, who is responsible for research leadership in their subject. The School currently has six Fellows of the Royal Society (FRS) and seven Fellows of the Academy of Medical Sciences (FMedSci) on its Faculty.

Professor Sarah Guthrie was appointed Head of School in September 2017, and the School will continue to develop under her leadership. The University has committed to building a new teaching and research building, which will bring life scientists from all disciplines together. Planning for this building has been approved and will provide both academic and social spaces to improve the culture and interaction in the School. The building is scheduled for delivery in circa 2021.

The School admits nearly 600 undergraduates each year on to a range of BSc and MSci degrees, with around 75 students on post-graduate taught degrees in Genetic Manipulation and Cell Biology, Cancer Cell Biology and Neuroscience. Taught programmes are firmly based on our research excellence and offer students substantial opportunities for personal research experience along with conventional lecture, seminar and tutorial teaching. We offer 3-year BSc and 4-year integrated Masters degrees (MSci) in Biochemistry, Biomedical Science, Biology, Ecology, Genetics, Neurosciences, and Zoology, and Royal Society of Chemistry accredited BSc and MChem degrees in Chemistry and Chemistry and Drug Design. We also offer a Foundation Year in Biological Sciences which is ideally suited for students whose A-level (or equivalent) qualifications don’t meet the requirements for direct entry on to our BSc/Masters degrees. The first intake on the MPharm was in October 2016.

We have a large and vigorous post graduate research community with over 170 PhD students undertaking cutting-edge research across all our areas of interest. As well as standard PhD programmes in all the Subject Groups, we also offer a highly interdisciplinary 4-year Neurosciences PhD incorporating a first year with laboratory rotations, run in partnership with the Schools of Psychology and Engineering and Informatics, and the Brighton and Sussex Medical School.

In the REF2014 more than 96% of the School’s research was rated as ‘world leading’, ‘internationally excellent’, or ‘internationally recognised’. Our Biological Sciences research in particular was ranked 10th in the UK overall, and 8th on quality of our research outputs – putting us comfortably above the majority of Russell Group institutions.

The University of Sussex is a medium sized research intensive University based on a single campus in Falmer, just outside Brighton in East Sussex. The University has ambitious plans
to develop its teaching and research; for example, to move from a taught student population of c13,000 to one of c18,000 by 2018.

3. Job Description and Person Specification

PRINCIPAL ACCOUNTABILITIES

We are looking for a senior administrator with demonstrated experience in project management and education work on the African continent and excellent communication skills in multiple relevant languages. Candidates that meet essential criteria outlined below are strongly encouraged to make informal contact with Tom Baden before applying. Applications should be accompanied by full CV including names of three referees, statement of research interests and aspirations and what specific skills and ideas they can bring to the role (not more than 4 pages).

KEY RESPONSIBILITIES

1. Administrative support for TReND in Africa
   - Provide day-to-day administrative support for the TReND Directors
   - Under Directors supervision establish strategic priorities for TReND and co-ordinate their execution; develop and oversee effective delivery of TReND activities
   - Establish and run suitable systems to enable efficient management and coordination of TReND. Provide central point of contact for TReND associated volunteers and general TReND enquiries
   - Oversee all HR recruitment processes for staff appointed to the TReND, induction of new members and facilitation of their integration
   - Manage systems for storage of key information and documents
   - Oversee all requests for legal support including confidentiality agreements, contracts etc.

2. Contribute to the strategic development of TReND
   - As a member of the TReND Leadership Team the post holder will have responsibility for the delivery of operational strategy, internal management and direction, funded projects and work patterns of all TReND members
   - With the TReND Directors the role holder will set the agenda for TReND Leadership Meetings
   - Assist the Directors of TReND in establishing and supporting a strategic oversight Advisory Board that will include senior external academics and industry scientists
   - Independently seek external funding towards the support of their own position in the long term
   - Actively promote TReND and its mission at conferences and meetings. Liaise with likeminded organisations

3. Develop and implement a communication plan
   - Develop and implement a communication plan for TReND
   - Communicate a wide understanding within the University and beyond of the purpose of TReND
   - Oversee the development maintenance of web and social media presence to promote TReND.
• Develop and post content for TReND’s main website blog and social media channels (Twitter, Facebook, Instagram)

4. **Develop and oversee the effective delivery of TReND events**
   • Develop links with relevant external organisations
   • Actively engage with TReND members to help them execute their projects to excellent standards.

5. **Management of Financial Resources**
   • Undertake effective management of the TReND finances and taxation
   • Provide monthly financial updates to the TReND Director across all finances

6. **Team Working**
   • Work closely with the TReND directors, supporting them with the delivery of TReND projects.
   • Maintain close working relationships with TReND members to ensure the smooth implementation of TReND.

This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

**PERSON SPECIFICATION**

**ESSENTIAL CRITERIA**

1. Graduate (BSc/MSc) qualification in business, or other equivalent qualification and level of experience.
2. Experience working with NGOs and Universities in Africa. Experience in administration and project management in business, science-education and charity sector.
3. Strong track record in leading multicultural teams.
4. Verbal and written fluency (C2) in English and at least one additional major language spoken on the African continent (French, Portuguese, Hausa, Swahili…).
5. Demonstrated ability to exercise a substantial degree of innovation and creative problem-solving.
6. Excellent organisational and administrative skills.
7. Ability to prioritise and meet deadlines.
8. Outstanding verbal and written communication skills.
9. A strong and demonstrated desire to foster science research and education on the African continent.

**DESIRABLE CRITERIA**
1. Ability to manage projects remotely and transfer knowledge between volunteers, staff and participants.

2. Experience running project meetings and workshops.

3. Skills, experience and training in project management and project management tools.

4. Demonstrated experience to work both individually on own initiative and without close supervision, and as part of a team.

5. Excellent IT (word processing, database, online etc) skills.

6. Experience of budget management.