



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

**Project Support Officer (Creating/Curating the Decolonial Classroom),  
Faculty of Arts, Humanities and Cultures**



**Salary: Grade 6, £14.85 per hour**

**Reference: Project Support Officer (FB)**

**Closing date: 23.59 on Sunday 18<sup>th</sup> November 2018**

**Up to 100 hours in total, Part-time/Fixed Term November 2018 – June 2019.**

## **Project Support Officer (Creating/Curating the Decolonial Classroom)**

### **School of Languages, Cultures and Societies, Faculty of Arts, Humanities and Cultures**

**Are you a registered PGR student in either the Faculty of Arts, Humanities and Cultures or the Faculty of Education, Social Sciences and Law? Do you have administrative experience? Would you like to support a project involving supporting a grant proposal and event planning?**

We are seeking to appoint a Project Support Officer to support a funded research project entitled 'Creating/Curating the Decolonial Classroom'.

As a Project Support Officer you will be responsible for communications with all project members, particularly the project curator. You will also provide practical and administrative support for all the project activities for example, the arrangement of conferences and workshops, updating the series' website and social media pages with relevant research findings, making travel bookings as and when required and assisting in the development of a major funding proposal.

You will be a registered research postgraduate student or have recently obtained your PhD in either the Faculty of AHC or the Faculty of ESSL at the University of Leeds. You will have strong administration and IT skills, with possibly academic experience of (or an interest in) decolonial research.

#### **Description of Project**

The project is entitled Creating/Curating the Decolonial Classroom, and is led by Dr Fozia Bora (Languages, Cultures & Societies) with support from Series co-ordinators Prof. Salman Sayyid (School of Sociology and Social Policy), Prof. William Gould (School of History) Dr Sarah Marusek (School of Sociology and Social Policy), Dr Nina Wardleworth (Languages, Cultures & Societies) and Dr Erin Dailey (School of History).

Decolonial research addresses the long-standing universalisation of subjective European systems of knowing, conducting research and teaching. In this cross-Faculty seminar series, we address two principal themes: periodisation, in which conventional chronologies (ancient, medieval, modern and postmodern) naturalise



particular value-laden views of history while constraining critical views of their genealogy and agendas; and the orthodoxy of disciplines, often rooted in colonial-era classifications but with little or no methodology for dealing with other knowledge systems.

The series will allow some twenty or so Leeds academics, with our partners at West Yorkshire museums and in the Special Collections of the Brotherton Library, to clarify, sustain and develop a set of decolonial research impulses.

For further information about the project, please follow the link to the series webpage, [Creating/Curating the Decolonial Classroom](#).

## What does the role entail?

As a Project Support Officer your main duties will include:

- Providing the administrative support for the series seminars, including:
  - communication with participants
  - arranging travel
  - booking catering
  - contributing to the preparation of programmes, and
  - organising event publicity
- Disseminating research findings on the series' webpage and via social media by both:
  - posting materials developed by team members, and
  - writing and posting summaries of seminar proceedings
- Supporting the development and writing of a large grant proposal including conducting background research.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.



## What will you bring to the role?

As a Project Support Officer you will have/be:

- A registered PGR in, or a recent PhD holder from, either the Faculty of Arts, Humanities and Cultures or the Faculty of Education, Social Sciences and Law at the University of Leeds;
- Be able to work independently but coordinate with the series convenor as and when necessary;
- Excellent communication and interpersonal skills;
- Strong administrative capability and good IT skills;
- Strong organisational skills: able to prioritise tasks and work flexibly to varied deadlines;
- An ability to deal with confidential and sensitive information;
- Awareness of how to engage in professional social media activity.

You may also have:

- Experience with organising events and/or seminar series;
- Experience in and knowledge of the development of a large grant proposal;
- Academic experience of (or an interest in) decolonial research;

## How to apply

Please submit:

- A completed application form (see second attachment of the circulation email). The application form should include a brief supporting statement (No more than two sides of A4), on why you want the role and how you think you meet the criteria above ('What will you bring to the role' section);
- A one-to-two page Research CV;
- The name and email address of someone who can be contacted for an academic reference. These details will need to be added to your application form.

**Send Completed Applications to:**

[LCSHR@leeds.ac.uk](mailto:LCSHR@leeds.ac.uk)

**By:**

**23:59 on Sunday 18<sup>th</sup> November  
2018**

**Quoting Job Reference:**

**Project Support Officer (FB)**



If you have any difficulties in e-mailing and completing electronic versions of these forms, we are very happy to receive printed copies by post to:

**Dr Fozia Bora, School of Languages, Cultures and Societies, University of Leeds, LS2 9JT**

**Replies will be treated in complete confidence.**

## Contact information

To explore the post further or for any queries you may have, please contact:

**Dr Fozia Bora**

Email: [F.G.Bora@leeds.ac.uk](mailto:F.G.Bora@leeds.ac.uk)

## Additional information

### Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## Criminal record information

### Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending. Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

