

## Job Description

<b>Job Title:</b>	Associate Project Officer – TRADE Hub/DCP, temporary cover
<b>Job Reference No:</b>	AD1183
<b>Programme:</b>	Trade Hub and DCP - Science Programme
<b>Grade:</b>	E
<b>Line Manager:</b>	Programme Officer

### Main Purpose of the Job

The Associate Project Officer will work with the existing project staff to provide coordination, technical and communications support to two UKRI-funded projects, the GCRF Development Corridors Partnership (DCP) and the GCRF Trade, Development and Environment Hub (TRADE) Hub.

DCP is a four-year, £5 million project which started in 2017, aiming to build capacity so development corridor decision-making can be based on sound scientific evidence and effective use of planning tools and procedures. DCP has 11 partners across Kenya, Tanzania, China and the UK, including universities and NGOs. The TRADE Hub is a £20 million project which aims to help make trade sustainable for nature and people. The Hub comprises 10 work packages, and 50 partners across 15 countries, with research focused in Central Africa, China, Tanzania, Brazil, Indonesia and the UK.

The role will help both projects achieve their desired impact, supporting many of the processes used to run the projects.

### Key Areas of Responsibility

#### *Project coordination*

- Support existing staff with various project coordination issues, for example
  - A) Research ethics review process to ensure compliance with GDPR and UKRI regulations
  - B) Annual reporting and MEL processes for both projects, including data collection from partners and preparation of reports for submission to UKRI
  - C) Regular review and update of several of the key project management documents, in line with UKRI requirements
  - D) Quality Assurance process, through formatting and proof-reading documents
- E) Adherence of partners to established data management principles, and update guidance as needed
- F) Other project management support as required

### *Events coordination*

- Support project meeting planning and delivery, including TRADE Hub conference 2020/2021
- Support partners with internal and external research dissemination events planning, managing a calendar of events in 2020 and 2021, and supporting researchers with preparation and arranging logistics
- Contribute to production and delivery of training content and resources, supporting partners to share research findings internally and externally, including the development of work package 'show and tell' events
- In collaboration with communications staff, deliver layout of minor printed outputs, presentations, etc

### *Impact pathways*

Support the Project Manager in keeping the impact pathways (IPs) updated. The IPs map the proposed logic from outputs to outcomes and project goals in a software called Kumu, following the established theories of change. This involves:

- Update the IPs based on meeting notes on a regular basis, and ensure that all related documents also kept up to date
- Ensure alignment of the IPs with the existing output monitoring documents and systems by ensuring all updates are made
- Go through the dataset and add new tags (categorisations) to outputs as need arises to aid in visualisation of areas of research and proposed impact
- Administrate the UNEP-WCMC TRADE Hub Kumu account, including adding new members to the project and providing support to new users across both the DCP and TRADE Hub
- Provide trainings to colleagues as needed on how to use Kumu, including updating and producing training resources

### **Other Duties**

Undertake any other duties as may be required from time to time commensurate with the level of the post