

Re-PAIR Project Officer

Grade and salary: Grade 6 £33,951 - £38,784 pa (pro rata)
Working hours: Part Time 7 hours per week
Tenure: Fixed-term for five years
Location: Hybrid working, Liverpool campus
Faculty: Faculty of Humanities and Social Sciences, School of Histories, Languages and Cultures, Department of History
Recruiting department contact: Nicola.Frith@liverpool.ac.uk
Job ref: 118793

The Role

Role overview and University context:

The Department of History seeks to appoint a part-time Project Officer (0.2 FTE) to provide comprehensive administrative, clerical and logistical support for the high-profile European Research Council (ERC) Consolidator Grant project: 'Reparations as Pan-African Indigenous Repairs' (Re-PAIR), led by Principal Investigator (PI) Professor Nicola Frith.

Re-PAIR is a transnational and ethnographic study mapping grassroots community-led reparatory initiatives across the transatlantic triangle, spanning West Africa (Benin, Ghana), the Caribbean (the Guianas, Belize) and Europe (France, UK). The project operates in close collaboration with international partner institutions, including the University of Media, Arts and Communication (UniMAC) in Ghana and Boston University in the US, alongside a diverse network of grassroots activists, scholars and Indigenous experts.

The post-holder will serve as the central administrative hub for this multi-national research team. Given the project's deep embedding in decolonising and participatory action research frameworks, the ideal candidate will bring strong interpersonal sensitivity, exceptional organisational capacity, and a commitment to working equitably with diverse international stakeholders and racially minoritised communities.

For more details on the Department of History, please visit the Department of History website.

Key responsibilities:

- **Meeting Coordination:** Schedule and organise regular online team meetings, including meetings with the Elders Council and the Advisory Group, and international workstream project check-ins.
- **Event Logistics:** Assist the PI and partners with the administrative organisation of international project milestones, including the project conference at UniMAC (Ghana), workshops in Edinburgh and the final project showcase in Belize.
- **Travel and Procurement Support:** Assist team members and visiting international practitioners with travel arrangements, expense claims, receipt collection and institutional procurement requests in compliance with University and ERC guidelines.
- **Document and Minute Management:** Prepare agendas, compile background documentation and take accurate, professional minutes for team and other meetings.
- **Financial Tracking and Audit Support:** Assist the PI/Research Office/Finance Team in gathering invoices, tracking expenditure receipts and organising administrative records required for periodic ERC financial reporting and auditing.
- **Data Management Administration:** Support the project team in maintaining secure, encrypted folders on University servers for consent forms, fieldnotes and administrative datasets in line with UK Data Protection requirements.

- **Communication Hub:** Manage incoming project inquiries, manage group email distributions and act as a reliable, professional liaison point between the PI, institutional research managers and international project partners.
- **Public Engagement Support:** Provide basic clerical support for project dissemination channels, including formatting content for the project website, blog posts and public roundtable series.

Additional requirements:

- Adhere to all University policies and procedures, completing all obligatory training and induction modules, including Equality & Diversity and Health & Safety.
- Support the University's vision to drive forward environmental and social equity through delivery of our Sustainability Strategy and associated action plans.
- Demonstrate customer service excellence and continuous improvement in engaging with all stakeholders.
- Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- Participate in the University's Professional Development Review scheme and take a proactive approach to own professional development.
- Embody and uphold the University's Vision and Values.
- Demonstrate flexibility in on-campus-presence to enable participation in business-critical activities, including reasonable participation in such things as: open days, invigilation, welcome week activities, confirmation and clearing and financial year-end activities.

About you

We recognise that excellent administrators come from diverse career paths. If you meet the essential administrative criteria and possess a deep commitment to the values of the Re-PAIR project, we encourage you to apply, even if you do not meet every single desirable criterion.

Experience
Essential
1. Proven experience working in a clerical, administrative or secretarial support role within a professional office environment.
2. Experience arranging complex schedules, coordinating group meetings and/or organising events/workshops across multiple participants.
3. Experience working within a higher education, research institute or public sector setting, handling regulated procedures or strict compliance policies.

Desirable

1. Experience contributing to institutional, financial or funding body audits (e.g. gathering expenditure evidence, organising transaction records, or cross-referencing receipts against project ledgers).

2. Experience supporting externally funded research grants, particularly multi-institutional or international projects (e.g. EU, Horizon Europe, ERC, AHRC).

3. Experience working or volunteering within grassroots, community-led or advocacy organisations, particularly those serving racially or ethnically minoritised populations.

Education, qualifications and training

Essential

1. Degree or equivalent qualification, or substantial relevant professional experience.

2. Evidence of continuing professional development in administrative skills or office software applications.

Skills, general and specialist Knowledge

Essential

1. Advanced IT Literacy: High proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and cloud-based collaboration tools (MS Teams, SharePoint, OneDrive, Zoom).

2. Communication Skills: Excellent written and verbal communication skills, with a proven ability to draft clean correspondence and write concise, accurate meeting minutes.

3. Cross-Cultural Communication: Strong intercultural communication awareness, with a proven capability to engage sensitively, respectfully and professionally with racially and ethnically minoritised populations, Indigenous experts and/or grassroots networks.

Desirable

1. French Language Skills: Basic reading or written comprehension of French, helpful for liaising with Francophone workstreams and community partners (e.g. Benin, France, French Guyana).

2. Familiarity with institutional data storage ethics and compliance.

3. A demonstrated personal interest in, or alignment with, institutional and grassroots agendas surrounding race equality, decolonial initiatives, reparations or social justice.

Personal attributes
Essential 1. Exceptional Organisation: Outstanding time-management skills and attention to detail, with the capacity to manage a 0.2 contract efficiently without dropping key tasks. 2. Proactive and Autonomous: A self-starter capable of taking ownership of routine administrative pipelines with minimal day-to-day oversight. 3. Discretion and Interpersonal Sensitivity: A high standard of personal integrity and absolute commitment to data privacy, confidentiality and research ethics.
Desirable 1. A demonstrated personal alignment with or interest in institutional agendas surrounding race equality, decolonial initiatives, or social justice research.

About us

Established in 1881, we are an internationally renowned Russell Group university recognised for our high-quality teaching and research. We are consistently ranked as one of the best universities both nationally and globally, and the majority of our research is rated world leading or internationally excellent. Find out more about us.

Why Work Here

We recognise, appreciate and celebrate the incredible work our staff do every day. As well as generous terms and conditions, we offer a range of enviable benefits and provide support for colleague's wellbeing and development. Discover more about working here.

Moving from abroad

As a global institute, we welcome applicants from all nationalities, moving from a different country can be challenging and we would like to help as much as we can, we have put together some information on eligibility to work documentation, accommodation, schools, healthcare, life in Liverpool and the UK as well as other practical information. Discover more about moving from abroad.

Our Staff

Whether it be their friendly colleagues, supportive managers or our outstanding facilities, our staff can explain better than anyone what it is like to work for us and why they enjoy their role. See what our colleagues have to say.

How to Apply

Application process

Our e-recruitment system enables you to register for an online account, where you can view, copy and edit your applications. Set up your account on our Vacancies Portal.

Once you submit your application you will receive an automatic email acknowledgment. You can view your application at any time by clicking into the application history section of your account.

The recruiting department will endeavour to respond to each application. However, if you have not heard within six weeks of the closing date, please take it that your application has not been successful on this occasion.

Job description

After the closing date this job description will be removed from our website. Should you wish to refer to this information at a later date please ensure you save a copy of this document.

Right to work

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment will be conditional upon you gaining it. If the role is based outside the UK, you will need to demonstrate your right to work for the country in which you are to be based.

Disabilities and alternative formats

If you have any other requirements which will help you access the application or interview process or employment opportunities at the University, or if you require copies documentation in alternative formats, please email: jobs@liverpool.ac.uk or telephone 0151 794 6771.