

**JOB DESCRIPTION**  
**Project Manager for ACTUATE (0.8FTE)**  
**Vacancy Ref: A2860**

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| <b>Job Title:</b> Project Manager for ACTUATE  | <b>Present Grade:</b> 8p |
| <b>Department/College:</b> Lancaster Environment Centre  |                          |
| <b>Directly responsible to:</b> ACTUATE Programme Director (Lancaster based)   |                          |
| <b>Supervisory responsibility for:</b> 1x G6 Project Administrator   |                          |
| <p><b>Other contacts</b></p> <p><b>Internal:</b> ACTUATE and RECIRCULATE Project Director and Project Managers, internal LU support services (e.g. Research Support Office and Project Support Unit in relation to project administration and finances, Heads of Departments and knowledge exchange across FST, Management School and FHM, Press Office in relation to marketing, Procurement/Travel Team in relation to travel, accommodation, visas, etc.), academic staff involved in all ACTUATE activities, supporting KE staff across LU.</p> <p><b>External:</b> Senior officers and admin staff at RECIRCULATE Phase 1 partners (CSIR, LU Ghana and UniBen) Project supporting team in at ACTUATE partners (CSIR, LU Ghana and UniBen), project subcontractors, UK and West African academic, policy and business partners; RCUK and GCRF management teams;</p>  |                          |
| <p><b>Major Duties:</b></p> <p>This new role will provide project management responsibility for the £0.7M ACTUATE GCRF Translation Project funded by Research Councils UK through the Global Challenges Research Fund (GCRF).</p> <p>GCRF funding for 18 months will support the co-design and co-delivery of two community-based demonstration bioenergy systems in Ghana and Nigeria. This demonstration programme will have an initial focus on community projects in Ghana and Nigeria. This project builds on a portfolio of GCRF-funded research and knowledge exchange at Lancaster, specifically linked to RECIRCULATE/ <a href="http://www.recirculate.global">www.recirculate.global</a>.</p> <p>Principal responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Project Management of all UK-based and West-African-based programme activities and processes. This will include: <ol style="list-style-type: none"> <li>1.1. Working effectively with the ACTUATE Programme Director and governance structures, and with colleagues in the Research Support Office and Project Support Unit, to ensure the highest quality of project management, evaluation and monitoring in all aspects of the project;</li> <li>1.2. Line managing the ACTUATE project management team, consisting of 0.8 FTE Project Administrator;</li> <li>1.3. Taking a lead in the monitoring, evaluation and reporting of project finances in line with RCUK aligned methodologies in consultation with the ACTUATE project management team, the programme Director and the University's Research Support Office and Project Support Unit, and administrative staff in partner institutions.</li> <li>1.4. Providing regular progress reports on all operational (training, research, KE) and financial aspects of the programme, as required by the ACTUATE Programme Director and governance structures, and by the funders;</li> <li>1.5. Advising the Programme Director and ACTUATE and RECIRCULATE Executive group on any additional training requirement for administrative staff working on ACTUATE (at Lancaster and in partner institutions) to ensure the development and sharing of best practice in managing this type of complex</li> </ol> </li> </ol> |                          |

- grant, and in doing support future funding application;
- 1.6. Leading discussions and meetings with Project managers from other cognate GCRF Translation grants, sharing best practice across the whole programme;
  - 1.7. Leading effective marketing and promotion of ACTUATE to key stakeholders in the UK, and working with partner organisations to market and promote across Ghana and Nigeria and pan-African channels
  - 1.8. Working with the ACTUATE wider RECIRCULATE team and others on campus to explore the sustainability of ACTUATE research collaborations following an initial 18 month period of grant funding by GCRF.
2. Work closely with Lancaster and African-based academics, senior staff and partner organisations including companies, policymakers and NGOs to contribute effective training in knowledge exchange and enhance research capacity for community-based bioenergy demonstrations, including .
- 2.1. Leading of the development of programmes of collaborative research and development and knowledge exchange with UK and West African partners.
  - 2.2. Harnessing support of a wider team of research and engagement staff across LU faculties to support Programme delivery
3. Any other duties as deemed appropriate to the grade of the post and assigned by the ACTUATE Programme Director.