### JOB DESCRIPTION
Research Support Officer for BNP Paribas Bioclimate project  
Vacancy Ref: N2383

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Research Support Officer for BNP Paribas Bioclimate project</th>
<th>Present Grade: 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/College:</td>
<td>Lancaster Environment Centre</td>
<td></td>
</tr>
<tr>
<td>Directly responsible to:</td>
<td>Professor Jos Barlow</td>
<td></td>
</tr>
<tr>
<td>Supervisory responsibility for:</td>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>

#### Other contacts
The post-holder is required to liaise with and coordinate the activities of a wide range of staff including:

**Internal:** PDRAs, postgraduate students, technical and admin staff, central administration staff.

**External:** Other members of the BIOCLIMATE project in Brazil, France and the UK – including representatives of the BNP Paribas bank and France Foundation.

#### Major Duties:
This role will take day-to-day responsibility for the administration, planning, dissemination, and data management of the EUR675,000 BIOCLIMATE project.

The aim of BIOCLIMATE is to address knowledge gaps by adopting novel and well established methods to compile an extensive evaluation of the biodiversity and associated ecosystem processes within climate-affected and human-modified Amazonian forests in the Santarém region in Brazil. This project is funded by the BNP Paribas bank via the France Foundation, and has an unusually complex set of institutional partners across the UK (Lancaster, MMU, Oxford), France (Natural History Museum) and Brazil (Embrapa, State University of Sao Paulo, Federal University of the West of Pará, National park managers, and other regional stakeholders including farmers and their syndicates and indigenous groups. The post-holder will fulfil their duties in both English and Portuguese, as required.

Principle responsibilities include:

1. **Provide high quality admin support to the Project including liaising and communicating between project partners in the UK, France and Brazil, including:**
   a. Working with Lancaster’s Research Support Office and Project Support Unit, and with administrative staff in partner organizations to administer, process and report all project **finances** to ensure compliance with the France Foundation’s funding rules, and ensuring promised in kind support is provided.
   b. Working with the Lancaster travel team and our travel providers to support participants in the project with planning and supporting **travel** arrangements, such as visa applications, flight and accommodation bookings, etc.;
   c. Working with others in the BIOCLIMATE project to plan and manage the logistics of international **workshops** in Brazil, France and the UK – including the project meetings in years one and three.
   d. Working with Lancaster’s Ethics Committee, administrative staff in partner organizations, and relevant government departments to process and report all ethical and biological sampling requirements.

2. **Provide high quality support in the development of a communication, reporting and dissemination strategy,** including:
   a. Developing and maintaining project website via the RASnetwork.org website
   b. Developing and producing policy documents/ briefs.
   c. Contracting and liaising with government departments, media, and outreach companies, including the youtubers and other BNP Paribas outreach initiatives.
d. Leading the preparation of end of year reports to BNP Paribas in years 2 and 3 of the project

3. **Data management**, analysis, and reporting when required.

4. Any other duties as may be reasonable required by the line manager.