

Job Title: Leverhulme Centre for Humanity and Space (LCHS) Manager

Grade: 8

Salary: £50,253 to £56,535 per annum, pro-rata if part-time

Department: College of Social Sciences, Arts and Humanities

Hours/Contract: Full time or job share, fixed term contract from 1 February 2026 to 31 January 2031

Job Family: Management and administration

Reference: 11978

Role Purpose

To support the Director of the Leverhulme Centre for Humanity and Space (LCHS); manage, motivate, support and evolve the research team; coordinate administrative and budgetary functions of the Centre; meet the needs of LCHS staff and partner institutions, and liaise with the Leverhulme Trust as the primary stakeholder.

This will involve organization of meetings and stakeholder events, contributions to Centre strategy and planning, oversight of budget and financial reporting, data management and research ethics, leading the public outreach programme, management of staff, organisation of events and support for applications for additional funding as necessary. The successful candidate will also be responsible for monitoring and measuring of all service KPI's, delivery targets and mechanisms to gather service user feedback.

To be an ambassador for LCHS with external collaborators, clients and enquirers, showcasing the capabilities of LCHS and encouraging good relationships with a wide range of stakeholders.

Main Duties and Responsibilities

- Support Centre Director in day-to-day operations, acting as the first point of contact for internal and external queries, assisting in resolving any issues that may arise, and managing the Centre's main email account.
- Oversee Centre budget, financial obligations and allocation and use of research funds, including generating reports from SAP, tracking expenditure, and highlighting areas of underspend or overspend.
- Ensure alignment with University of Leicester goals
- Line manage Research Administrator by delegating work and having regular 1-2-1s.
- Manage IT requirements, including requesting and tracking IT equipment, regularly updating the Centre's website, and collaborating with Centre Leads to create a quarterly newsletter that reflects current activities and achievements. Systems including Sitecore and Canva will be used to achieve this. Lead on reporting to University of Leicester and Leverhulme Trust.
- Pastoral role for Early Career Researchers, including but not limited to updating and tracking leave and sickness requests, organising 1-2-1s with line manager, facilitate any reasonable adjustments, ensuring any training needed is undertaken and up to date
- Liaising with Doctoral College to support Postgraduate Research Students, including ensuring documentation and forms are completed and processed within a reasonable timeframe.





- Monitor overall progress on research outputs / milestones.
- Co-ordinate communications and media activities and work with relevant internal staff.
- Organise and Support the management team, strand lead, and whole-team meetings, including diary management and minute-taking. Support recruitment processes; probation and related career development by creating Job Summary Forms, ensure funding is available for the roles, and input them into the EPLOY system.
- Support the annual PDD process for Research Associates, liaising with HR and the Doctoral College to coordinate PDD meetings and manage PhD-related activities via the PDD Manager system. Oversee data governance and ethics.
- Manage health and safety compliance.
- Engagement with estates and operational staff on the Centre's space and room allocations

Internal and External Relationships

- Work closely with Director to ensure good management liaison and support.
- Communicate internally to the Head of College in College of Social Sciences, Arts and Humanities, Executive Board and Council as appropriate
- Work closely with the media and external relations team to promote activities and successes.
- Work with external partner organisations.
- Communicate work of the Centre to internal and external audiences.

Planning and Organising

- Long term planning/organisation of work in delivery of varied aspects of the job specification
- Seek guidance from Principal Investigator, professional services staff and other academic colleagues as necessary
- Responsibility for coordinating data management and research ethics applications from Centre staff.

Qualifications, Knowledge and Experience

Essential

- A relevant degree /or significant relevant experience*
- Experience of project management and supervision of staff*
- Experience of working with non-academic partners*
- Experience of organising events and external communications/media work*.
- Knowledge of relevant IT software.
- Exceptional verbal and written communication and presentational skills
- Ability to lead and command respect from staff, students and other stakeholder





- A flexible and creative approach to ECR support with the ability to adapt and changing expectations and a diverse post-grad community

Desirable

- Experience of financial reporting to a funding body.
- Experience of website and social media usage.
- Experience of working with academic colleagues, particularly early career researchers and postgraduate researchers
- Understanding of the Higher Education funding landscape

Skills, Abilities and Competencies

Essential

- Fluent in English, sufficient to undertake research and administrative activities utilising English Language materials and to communicate effectively;
- Excellent written* and verbal communication skills, including good IT competency;
- Ability to work both independently and as part of a team;
- Ability to plan, organise, implement and deliver programmes of work.

Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.





University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equity support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equity, diversity and inclusion.

