Job Advert – website

Job title: Science Project Officer

The successful candidate will support the charity’s crop improvement activities in Africa and India, aiding the progression of the collaborative legume crop research programmes.

Location: Long Hanborough, Oxfordshire, OX29 8LN
Starting salary range: £26.5K-£35K dependent on experience.
Working hours: 35 hours per week (Monday to Friday).
Applicants must have the right to work in the UK.
Closing date: Recruiting until a suitable candidate is placed.

About the role:
The successful candidate will support KT as a member of the KT operations team:

- processing crop improvement project proposals,
- liaising with scientific consultants for the provision of feedback to grantees,
- negotiation of grant agreements and extensions,
- monitoring project payments and reporting schedules,
- travel (non-optional) and event management:
  - travel to Africa and India supporting annual meetings and project audits (likely to be one to three times a year up to two weeks each time (or up to 4-5 weeks yearly)),
  - organisation of remote video conferencing workshops and meetings, and
- maintaining project files and database records.

Science operation team members are required to travel.

Skills and experience required

Essential
- a science graduate, ideally MSc level and above of a related science discipline such as: genetics, plant science, biotechnology, or molecular science,
- proven administrative experience over at least two years,
- ability to travel to Africa and India as required,
- a willingness to learn more about modern methods of plant breeding,
- good IT skills, including knowledge of Microsoft, and,
- well organised and methodical, with a keen eye for detail.

Desirable
- experience using database packages, and
- experience analysing research budgets,
- language translation skills, for example, but not limited to French (West Africa).

Answering your queries about the post and how to apply
Please look at the KT website (www.kirkhousetrust.org) for more information about the charity.
Please contact Helen.Holt-Davies@kirkhousetrust.org by email or phone (Tel: 01993 220080) for further details about the role and to apply.