

## 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.kirkhoustrust.org](http://www.kirkhoustrust.org)) for more information about the charity.

Please contact [Helen.Holt-Davies@kirkhoustrust.org](mailto:Helen.Holt-Davies@kirkhoustrust.org) by email or phone (Tel: 01993 220080) for further details about the role and to apply.