

Academic Project Lead

(Volunteer Position)

Location	Remote
Start date	As soon as possible
Duration	Minimum 3 months
Requirements	Access to computer, good internet connection
Compensation	Unpaid
Working days	Mon - Thurs
Working hours	24 hours a week (Flexible - but typical working hours are 10am - 5pm)

About Acume

Acume is an ambitious tech startup that exists to bridge the gap between theory and practice, and revolutionise access to academic knowledge. This is because better access to research will inform NGOs and governmental organisations on how to improve and innovate – and ultimately advance the UN’s SDGs.

But to reach its potential, research must first become more accessible. And for us, ‘accessible’ is more than open-access.

Accessible research means it's fast to find, quick to read, simple to understand, and easy to apply into practice. It means it requires little effort to digest and use the resource.

But for research to become accessible, its format needs to first be reimagined. And this is what we are trying to do.

We are working with academics from across the world (including LMIC countries) to transform their research into concise and practical summaries that makes the findings accessible to everyone.

About the role

This is an exciting opportunity to gain start-up experience and strengthen a variety of key skills, including leadership, project management and academic outreach.

As a volunteer Project Lead with Acume, your role is two-fold. You'll be managing a project for our partner, in addition to supporting a small team of students to support the collection of impact summaries.

Collecting impact summaries includes understanding the needs of our partners, developing key relations with academics, and conducting semi-structured interviews. You'll be responsible for managing this entire process, as well as sharing interesting interviews with students.

While you'll have a lot of support from the rest of the Acume team, as a Project Lead you'll need to be exceptionally organised, as not only will you manage and stay updated across your own research collection project, but you will need to manage and keep track of your student team to ensure they get the most out of the experience and meet their quota.

To be successful in this role, you'll need lots of initiative, persistence and problem solving, as well as being adaptive to change and a collaborative team player. You'll be a strong communicator, who enjoys the challenge of influencing and convincing.

But most importantly, we want Project Leads who are genuinely passionate and driven by our mission. You'll need to be a firm believer in how the international affairs and development sector can benefit from access to academia.

The role is remote, but as we are based between the UK and the Netherlands, it is nice but not necessary for the candidate to be based in one of these locations too. As an Academic Project Lead Volunteer, you will collaborate and work closely with the other Project Leads.

Key responsibilities

- Project manage an academic outreach project to collect research summaries
- Identify key academics, manage relations, and conduct semi-structured interviews. And help to transform academic papers into impact summaries.
- Ensure the CRM is always up-to-date using excellent organisation and a systematic approach to relationship and project management
- Manage and mentor a small group of students, providing training when needed.
- Identify and take opportunities to partner or collaborate with organisations or universities that can help to build our research collection
- Be a professional and passionate representative of Acume and always reflect our core values
- Be an active member of our small team by contributing ideas, helping us to identify new opportunities, problem-solve, and help to grow the platform

Selection Criteria

- A social science or humanities BA degree, ideally within an international relations related field (*eg. conflict studies, development studies, gender studies, public health, governance, cultural anthropology, politics, IR etc*)

- Demonstratable interest in our mission and knowledge of our target audience (both academics and professionals working across international affairs or development)
- Outstanding interpersonal and communication skills
- Leadership skills
- Excellent academic acumen - with the confidence to project manage academics and discuss and manage their ideas
- Attention to detail, high-levels of organisation, an ability to project-manage, and lots of initiative

How to apply

To apply, please send your CV along with three bullet points that state why you are the perfect candidate for this position to jobs@acume.org.

We will invite a select number of candidates for an interview.

If you have any questions then please do not hesitate to contact us.