

**Job Description:**

**BAAS/US Embassy Small Grants Programme Academic Directors**

The British Association for American Studies (BAAS) is a scholarly organisation that exists to promote, support and encourage the study of the United States in the United Kingdom. BAAS is a Charitable Incorporated Organisation (CIO) led by an Executive Committee who work for BAAS on a voluntary basis as trustees of the CIO.

BAAS is seeking to hire two Academic Directors to join our team to be responsible for the BAAS/US Embassy Small Grants Programme. BAAS, supported by the US Embassy London, will offer small grants of up to £10,000 for cultural, educational and outreach activities that will foster American Studies and lead to a more accurate and constructive understanding of the United States in the United Kingdom. The roles will initially be required until **31st July 2026**, with a possible extension thereafter depending on the requirements of the US Embassy.

The BAAS/US Embassy Small Grants Programme Academic Director roles are leadership roles in the UK American Studies community. They will take overall responsibility for the smooth running of the BAAS/US Embassy Small Grants Programme in accordance with BAAS’s principles of inclusion, accessibility, and sustainability. They will ensure that the programme runs smoothly and that BAAS’s reputation is maintained to a high standard.

We conceive these roles as ideal positions for mid-career members of the BAAS scholarly community seeking to gain valuable leadership experience. As this is a job-share, we expect that the duties will be divided evenly between the two Academic Directors in liaison with the BAAS Chair. We encourage both individual and joint applications for these roles.

The Academic Directors will be supported by an administrator and will be line managed by the Chair of BAAS. They will also work closely with a review panel made up of members of the American Studies community who will provide feedback on applications.

**Main Duties and Responsibilities:**

* Working closely with the Administrator to ensure the planning, coordinating, and management of the US Embassy Small Grants Programme is completed to the standard required, ensuring the smooth running of processes and workflows to a strict timeline;
* Reviewing applications for small grants, including reviewing comments made by the review panel, to decide which projects to fund;
* Maintaining an overview of the budget for the programme;
* Reviewing quarterly reports from successful applicants to ensure that projects are on track;
* Completing quarterly reports to pre-arranged deadlines set by the US Embassy;
* Promoting the BAAS/US Embassy Small Grants Programme online and at national events;
* Identifying communities that the Programme is not reaching and taking steps to encourage applications from said communities;
* Liaising with the US Embassy London and the BAAS Executive Committee to promote and develop the Grants Programme;
* Maintaining and contributing to the international reputation of BAAS as a scholarly organisation committed to enhancing the understanding of American Studies in the United Kingdom.

**Person Specification**

We are looking for candidates with a deep and extensive engagement with the American Studies scholarly community who are ready for a leadership position. We are looking for experienced scholars who are leaders or emerging leaders in their respective fields, who may be working in Higher Education or in academic-adjacent roles in the sector. We are keen to appoint candidates who can demonstrate the appropriate level of experience and commitment to ensure that BAAS builds on its reputation for inclusion, accessibility, and sustainability.

**Essential Criteria**

* A deep and extensive understanding of, and ongoing engagement with, the UK American Studies community;
* Scholarly expertise in American Studies or a related field;
* Experience of peer review and related processes;
* Excellent organisational skills, including ability to manage work remotely and flexibly to fixed deadlines without supervision;
* Excellent communication skills and experience of communicating with a variety of stakeholders;
* Demonstrable commitment to inclusion, accessibility and sustainability.

**Desirable Criteria**

* Successful experience of leadership in American Studies or a related field.
* Successful experience of grant management.

**Employment details**

This is a part-time, 100% remote role with a flexible working pattern. The role is flexible and has irregular hours, depending on the workflow and needs of the BAAS/US Embassy Small Grants Programme. It is not expected that you will be required to work, on average, more than 4 hours per month. **Salary:** BAAS Grade 8 (equivalent to HE Pay Spine points 38-46), in accordance with skills and experience: £24.75 - £31.31 p/hr; £1,188 - £1,502.88 per annum, paid monthly. The role will be initially required until 31st July 2026, with a possible extension thereafter depending on the requirements of the US Embassy. Applicants must have the right to work in the UK.

**To apply for this post:**

Please send a CV and a Cover Letter (no more than two pages long) explaining your suitability for this role to chair@baas.ac.uk. We ask that you also include the details of a referee, whom we will be able contact, should you be successful at interview. Referees will only be contacted after interview and once this has been discussed with you.

We especially welcome applications from groups underrepresented in BAAS and/or UK Higher Education. Applicants must have the right to work in the UK.

If you wish to talk informally about the role, or have any queries, please contact Dr Lydia Plath, BAAS Chair, at chair@baas.ac.uk.

The closing date for applications to be received is **23 October 2024**. The outcome of your application will be communicated via email and interviews with shortlisted candidates will be held on the **morning of 5 November 2024** via MS Teams.