



Reimagining
Cities

Job Title: Project Coordinator – Active Lives in Hot Spots

Location: Lagos, Nigeria

Organisation: Lagos Urban Development Initiative (LUDI)

Reports to: Executive Director / UrbanBetter Lagos Hub Coordinator

Type: Full-time (initial one-year contract, renewable)

Start date: January 2026

Salary: Competitive salary within the range of N430,000 – 480,000 per month, commensurate with qualifications and experience. Data costs for working from home will be compensated.

About LUDI

The Lagos Urban Development Initiative (LUDI) is a non-profit organisation working to make Lagos a more inclusive, liveable, and sustainable city. We focus on improving urban planning, mobility, and public spaces, with a strong emphasis on community participation and gender equity.

About UrbanBetter

UrbanBetter is an Africa-led global Institute built from the ground up around youth-powered citizen science and civic action. It exists to transform urban places and spaces by tackling health and climate risks shaped by the air we breathe, the ways we move, and the food we eat. We cultivate hope as infrastructure — investing in skills for agency, nurturing futures-oriented mindsets, and building evidence and coalitions with pathways for healthy, sustainable urban transformation.

Project Overview: Precision Advocacy for Clean Air Movement

Active Lives in Hot Spots is a research and engagement project addressing heat-health risks among vulnerable urban populations in Lagos, particularly those in and around transit hubs—including active travellers, recreational movers, and outdoor vendors.

These groups face increasing exposure to extreme heat in a city where most residents live in poverty and lack access to climate-protective infrastructure. Building on Lagos State's

Non-Motorised Transport (NMT) Policy (2018) and emerging climate-health adaptation efforts, this project aims to generate evidence, map exposure, and co-create responses that make heat-related risks visible and actionable.

Through a combination of stakeholder engagement, participatory mapping, citizen science, and mixed-methods research, the project will:

- Identify and map heat-exposed populations and environments at Lagos transit hubs;
- Quantify links between heat exposure, health, and the built environment;
- Engage communities and decision-makers in co-created communication and policy strategies; and
- Inform infrastructure and behavioural interventions that protect heat-vulnerable populations and support NMT policy implementation.

Position Overview

The Project Coordinator will support the day-to-day coordination, implementation, and documentation of the Active Lives in Hot Spots project in Lagos. The role involves coordinating fieldwork, managing logistics for citizen science and stakeholder engagement activities, supporting data collection and analysis, and ensuring effective project administration and reporting.

This position requires strong organisational skills, experience coordinating large-scale, multi-partner research studies, ability to engage with communities, vendors, and city authorities. A background in managing or conducting urban health, environmental, or social science research is essential for this position.

Key Responsibilities

1. Project Coordination and Administration

- Lead day-to-day coordination of project activities, ensuring timely implementation across work packages.
- Support project planning, scheduling, and logistics for fieldwork and stakeholder engagement.
- Liaise with LUDI leadership, research partners, consultants, and enumerators to align tasks and deliverables.

- Track project milestones and prepare technical and administrative reports.
- Support budget management, procurement, and financial documentation in compliance with LUDI and donor guidelines.

2. Research Management and Compliance

- Support development of research instruments, consent materials, and ethics submissions.
- Coordinate and monitor data collection, storage, and quality assurance in alignment with approved study protocols.
- Liaise with institutional review boards and ensure all activities comply with ethical standards and funder requirements.
- Track and manage deliverables across work packages, including research outputs, datasets, and reporting timelines.
- Assist in preparing technical reports, manuscripts, and policy briefs based on research findings.

3. Stakeholder Mapping and Engagement

- Support stakeholder analysis and mapping exercises across public, private, and community sectors.
- Support the coordination of 20–30 stakeholder interviews and assist with data transcription and thematic analysis.
- Maintain relationships with key government agencies (e.g., Lagos State Transport Ministry, Health and Environment offices), local associations, and civil society groups.
- Assist in preparing policy briefs and meeting materials for intersectoral dialogues.

3. Participatory Mapping and Exposure Assessment

- Coordinate citizen science activities, including walk-along audits with the UrbanBetter Cityzens app and iButton heat sensors.
- Oversee installation and monitoring of static heat sensors at identified hotspots, including vendor locations.
- Support recruitment and training of citizen scientists and enumerators.
- Ensure data quality and assist with the visualisation of geospatial data in web-based maps.
- Ensure research integrity and standardization of sensor-based data collection (e.g., iButton, environmental sensors).
- Supervise data upload, cleaning, and secure storage for integration with analytical workstreams.

4. Heat Experience Survey

- Oversee design and implementation of community heat experience surveys with 200 participants (travellers and recreational movers).
- Supervise enumerators, ensure ethical data collection, and coordinate with research partners on data analysis.
- Support integration of quantitative and qualitative data into a mixed-methods report.

5. Communication, Documentation, and Policy Translation

- Support preparation of co-created communications materials, such as community briefs, infographics, and social media stories.
- Document project processes through photos, short stories, and updates for public dissemination.
- Assist in organising policy dissemination workshops to translate findings into actionable insights for city authorities.
- Work closely with the data and research teams to translate research findings into accessible outputs, ensuring scientific accuracy in external communication materials.

Tools, Systems & Platforms

- Use Airtable, Google Workspace, and shared digital folders for reporting, documentation, and data storage.
- Ensure timely updates of financial documentation and project evidence (photos, blogs, videos).

Reporting Line/ Supervision

- The Project Coordinator will report both administratively and technically to LUDI and UrbanBetter on all day-to-day project operations, planning, and reporting, as well as site-based implementation and institutional compliance.
 - LUDI will conduct a quarterly review to assess performance, ensure alignment, and address any challenges.
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Qualifications & Experience

- Bachelor's degree in Urban Planning, Geography, Environmental Studies, Public Health, Development Studies, or a related field (Master's preferred).
- Minimum of 3 years' experience in project coordination, managing a funded research study (academic, NGO, or government), and community engagement.
- Experience working on climate, environmental health, or urban development projects in low-resource or high-density settings.
- Familiarity with data collection tools, including mobile apps, sensors, or GIS-based mapping.
- Familiarity with research ethics review processes and responsible data management.
- Experience coordinating fieldwork, surveys, or participatory workshops.
- Demonstrated experience in collecting, analysing, or managing field data (quantitative and qualitative).
- Understanding of mixed-methods, spatial, or citizen science approaches.
- Strong interpersonal, communication, and facilitation skills for engaging with both technical and community stakeholders.
- Prior collaboration with universities, research centres, or government agencies
- Proficiency in Microsoft Office, Google Workspace, and data management tools (e.g., Excel, NVivo, KoboToolbox).
- Strong written and verbal English; ability to communicate in Yoruba is an advantage.

Required Competencies

Technical

- Strong research coordination and project management skills, including field logistics and data management.
- Ability to coordinate mixed-methods research involving surveys, interviews, and participatory mapping.
- Strong understanding of research governance, ethics, and compliance in multi-institutional projects.
- Competence in managing citizen science activities (sensor deployment, mobile app data, environmental monitoring).
- Understanding of data quality assurance, ethical research practices, and consent processes.
- Ability to interpret and summarise research data and technical findings for diverse audiences.
- Proficiency in using tools such as Excel, NVivo, KoboToolbox, or other data collection platforms.

- Capacity to translate research findings into policy briefs, visual summaries, and public communication materials.

Knowledge and Experience

- 3–5 years' experience coordinating environmental health, urban resilience, or climate adaptation projects.
- Familiarity with heat–health risks, urban climate, or non–motorised transport (NMT).
- Experience in stakeholder mapping and intersectoral collaboration (e.g., health, transport, planning).
- Knowledge of quantitative and qualitative research methods, including survey design and analysis.
- Experience managing community engagement or citizen–led fieldwork.
- Understanding of Lagos State policy frameworks related to health, climate, and transport.

Behavioural Attributes

- Detail-oriented and analytical, with strong documentation and organisational skills.
- Able to work respectfully with diverse populations, including vendors, commuters, and public officials.
- Excellent communicator — able to explain technical information in an accessible language.
- Culturally sensitive, patient, and empathetic when engaging with communities.
- Self-motivated, adaptable, and resourceful in managing field-based challenges.
- Team-oriented with a strong sense of accountability and transparency.

Added Advantages and Preferences

- Master's degree in Public Health, Urban Planning, Environmental Studies, or related field.
- Experience working with climate–health datasets or environmental sensors.
- Skills in GIS mapping, data visualisation, or statistical analysis (e.g., R, SPSS).
- Prior collaboration with government agencies or research institutions in Lagos.
- Ability to communicate in Yoruba or another local language.
- Familiarity with heat vulnerability assessment frameworks or climate adaptation planning.
- Familiarity with research project management software (e.g., Airtable, Asana, or Trello).

How to Apply

Application Deadline: 21 November 2025, 12:00 WAT

Interested candidates should send the following documents to info@ludi.org.ng and cc jobs@urbanbetter.science with **Subject Title: "Project Coordinator – Active Lives in Hot Spots"**.



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- Comprehensive CV.
- Motivation letter outlining:
 - Your relevant experience with the required competencies..
 - Your interest in the role and motivation for applying.
 - How you found out about the position
- Contact details of two referees with permission to be contacted, specifying your relationship to each referee.

Please note that incomplete applications or those received after the deadline will not be considered.

Enquiries:

For any inquiries regarding the role or application process, please contact info@ludi.org.ng and cc jobs@urbanbetter.science.

