Salary: Grade 6 (£14.56 per hour)
Reference: SESAR1118
Closing Date: Friday 24 November 2017
Interview Date: w/c 4 December 2017
Training Dates: January 2018
Fixed-term with variable hours until August 2018
Education Outreach Fellows (EOFs) in German Educational Engagement, Student Education Service

Are you enthusiastic about engaging young people in Higher Education and German? Would you like to share your research skills and inspire students to apply these skills in their work, preparing them for progression to the next stage of their education?

Educational Engagement works in partnership with other teams across campus to promote the University through education outreach activities. These outreach activities are vital in helping us to attract the brightest and best students, irrespective of their background, to come and study with us.

The Arts Educational Engagement Team work with students aged 11-19 on inspirational, fun and interactive activities to raise aspirations and attainment towards Higher Education (HE); and to encourage engagement with Arts and Humanities subjects.

As part of the Arts Educational Engagement Team, you will support our outreach work with young people and teachers to help to deliver a range of progression and enhancement activities both on campus and in schools across the country. You will be a positive ambassador for the School of Languages, Cultures and Societies and promote progression to German in schools (for example GCSE and A Level), and highlight the benefits of studying German in Higher Education and career opportunities for graduates.

You should be an enthusiastic, approachable and responsible postgraduate student from a German studies background. You will be required to act as a positive ambassador for the University of Leeds and Higher Education (HE). You will need strong presentation skills and be confident in delivering talks and workshops, engaging with both small to large groups.

Work in this post is available throughout the academic year; however, it is dependent on requests we receive from schools/colleges.
What does the role entail?

As an Education Outreach Fellow your main duties will include:

- Developing and delivering interactive activities relating to German, both on and off campus to groups of students, for example small groups seminars and workshops for larger groups;
- Working with students aged 11-19 on interactive activities and outreach sessions, encouraging them to raise their aspirations towards Higher Education and studying German;
- Liaising with school/college staff prior to an event to confirm arrangements;
- Working collaboratively with other Education Outreach Fellows and Student Ambassadors across Educational Engagement, as necessary, to prepare resources and deliver sessions;
- Developing resources/workshops that can be led by teachers or other outreach fellows
- Giving ‘Leeds Loves’ talks and presentations in schools and colleges
- Developing presentations and guidance notes for undergraduates to deliver for the ‘Leeds Loves Languages project;
- Representing the University, including attending recruitment and widening participation events and exhibitions across the country;
- Providing general support for the Arts Educational Engagement Team as appropriate.

You will work to a fixed programme of activity and work alongside the Arts Educational Engagement Team to determine the most appropriate content to include and the most suitable methods of delivery. Sessions will be approved by the Arts Educational Engagement Team.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.
What will you bring to the role?

As an Education Outreach Fellow you will have/be:

- A student in the School of Languages, Cultures and Societies starting their PGR/PGT Masters year in September 2017 or a PhD student who will be funded until at least September 2018;
- A good knowledge of the transition skills needed by young people to progress to studying German in HE with the ability to enthuse and engage young people about research;
- An interest in working with young people, with the ability to engage, motivate and inspire them, regardless of their background;
- Excellent communication and interpersonal skills;
- Strong presentation skills with the ability to confidently deliver to a variety of audiences;
- Excellent organisational skills, including the ability to manage your own time and meet deadlines;
- An ability to work independently with minimal supervision when necessary, specifically around sourcing/explaining information you are not familiar with;
- Permission from your supervisor to take up this role.

You may also have:

- An understanding of the UK Education system;
- An understanding of the German curriculum in schools;
- Appreciation of the difficulties of engaging with young people;
- Understanding of the issues and challenges young people may encounter at school and when progressing to Higher Education;
- Experience of working with young people in any capacity;
- Flexibility to work at events on and off campus, including evenings and weekends.

How to apply

You can apply for this role online; more guidance can be found on our How to Apply information page. Applications should be submitted by 23.59 (UK time) on the advertised closing date.
Contact information

To explore the post further or for any queries you may have, please contact:

Lindsey Strachan, Arts Educational Engagement Officer
Tel: +44 (0)113 343 1646
Email: L.H.Strachan@leeds.ac.uk

Additional information

Working at Leeds
Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our Working at Leeds information page.

Candidates with disabilities
Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our Accessibility information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
This post requires a standard criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.

Any offer of appointment will be subject to the University being satisfied with the outcome of these checks, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information page.