



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Educational Engagement Officer (STEM), Educational Engagement**



**Salary: Grade 7 (£32,548 – £38,833 p.a.)**

**Reference: SESAR1148**

**We will consider flexible working arrangements**

## **Educational Engagement Officer (STEM)**

### **Educational Engagement, Student Education Service**

**Do you want to play a key outreach role in recruiting the best students, irrespective of background? Do you have experience of working with young people and an ability to relate to and motivate them?**

You will be pivotal in accelerating and implementing the Educational Engagement Strategy and Access and Participation Plan and will work in partnership with staff across the university as well as with local schools/colleges (widening participation and schools liaison outreach), young people and their influencers to promote Faculty of Engineering, the University of Leeds and the benefits of higher education. You will also develop strategies and activities which link with the University's new Bragg Centre (combining engineering and physical sciences) and will look for opportunities to link activities with the creative arts.

This is an exciting opportunity for a motivated individual with excellent strategic and leadership skills. With excellent organisational skills, you will also be willing to work flexibly to ensure that deadlines are met. Using your high level communication and partnership working skills, you will develop and maintain strong relationships with schools and colleges across West Yorkshire and beyond and routinely liaise with academic staff (including Pro-Deans and Heads of School), central University services, students, schools and colleges.

The role is part of the Science, Technology, Engineering and Maths (STEM) team within Educational Engagement.

### **What does the role entail?**

As an Educational Engagement Officer (STEM), your main duties will include:

- Creating and negotiating a priority framework within the context of the Educational Engagement Strategy, working closely with academics and student education staff to build effective relationships and encourage engagement and contributing to the STEM Team's annual programme planning;
- Developing and delivering aspiration raising and Higher Education (HE) information events, increasing the profile of Engineering courses within target



schools/colleges and at HE and Widening Participation events across the country;

- Ensuring Teachers and HE advisors and key external stakeholders are up to date on the offer from the University and contributing to the centrally co-ordinated programme of communication with these influencers;
- Providing a single point of co-ordination, advice and reporting on the development of outreach work across faculties to academic and administrative staff outside the STEM team;
- Evaluating the STEM team's engagement Strategy and activities and using relevant data to inform future development to ensure these remain dynamic and responsive to internal and external requirements;
- Leading or actively contributing to the development of agendas across the Educational Community;
- Financial management and budget for designated projects, writing funding applications if required;
- Recruiting, training and managing admin staff, undergraduate and postgraduate students and interns to support recruitment (including Widening Participation);
- Maintaining expertise within the Safeguarding and Health and Safety agendas, delivering events which are risk assessed and quality assured;
- Continually reviewing and prioritising competing demands to ensure a high level of service is provided at all times;
- Capturing and reporting data relating to all schools/college engagement across the cluster (including cluster scholarship and award provision);
- Contributing to faculty committees by providing regular updates on progress, outcomes and recent developments against the cluster's educational engagement strategy ensuring an integrated approach with marketing and admissions.

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 Educational Engagement Officer (STEM) you will have:

- The ability to develop and run activities/events promoting STEM degree programmes;



- Qualification at degree level or equivalent in a subject related to Science, Technology, Engineering or Maths, preferably in an Engineering related subject;
- Experience developing strategies and implementation plans to ensure delivery of strategic goals;
- Strong interpersonal skills with the ability to manage internal and external relationships to meet objectives;
- Proven ability to manage a budget;
- Enthusiasm and a proactive approach with a willingness to look for innovative and creative solutions;
- Evidence of commitment to the continuous review and enhancement of quality standards of team outputs;
- High level organisational skills with the ability to work on multiple projects to tight deadlines;
- Effective communication skills, able to present to a wide range of audiences; i.e. different ages, abilities and backgrounds;
- IT literacy including the Microsoft Office suite; experience of database/CRM management and writing for websites and social media;
- A sound understanding of Engineering-related professions;
- Proven ability to operate effectively at all levels within an organisation;
- Flexibility to work outside normal office hours if required;
- Expertise within the Safeguarding and Health and Safety agendas.

You may also have:

- Experience of working with young people and teachers;
- Experience preparing and submitting bids to funding bodies;
- Experience of developing and managing web pages using a content management system;
- Knowledge of UK higher Education system and policies;
- Knowledge of undergraduate education sector and funding arrangements, particularly with regard to the Widening Participation agenda;
- Knowledge of the school curriculum and an appreciation of the organisation of schools today;
- Experience in the use of social media for marketing purposes;
- Experience of writing risk assessments;
- A full driving licence.



## 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:

**Matt Dollery, Student Education Service Manager**

Tel: +44 (0)113 343 8495

Email: [m.a.dollery@adm.leeds.ac.uk](mailto:m.a.dollery@adm.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](mailto:disclosure@leeds.ac.uk).

## Criminal record information

### Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

This post requires an enhanced and barred list 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.

