



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Educational Outreach Fellows, Educational Engagement



Salary: Grade 6 (£14.85 per hour)

Reference: EOFELLOWS18

Closing date: 10 October 2018

Fixed term with variable hours until August 2019

Education Outreach Fellow (EOF) Educational Engagement, Student Education Service

Are you enthusiastic about engaging young people in Higher Education? Are you passionate about your programme of study? Would you like inspire young people and help prepare them for university by sharing your interests, knowledge and research skills?

The University's Educational Engagement department works with young learners aged 11-19 on inspirational, fun and interactive activities to raise awareness of, and aspirations towards, higher education. As an Education Outreach Fellow, you will work as part of a highly motivated, professional team supporting our school liaison work with young people and their teachers by delivering a range of progression and enhancement activities both on and off campus.

You can specialise in developing and delivering workshops to support students undertaking an Extended Project (EPQ/IB/Pre-U) or focus on producing subject specific activities related to your academic area:

- **Arts** (*Design, English, Fine Art, Theatre, Languages, History, Music, Media, Philosophy, Religious Studies*)
- **Health Sciences** (*Medicine, Dentistry, Psychology, Nursing, Midwifery, Social work*)
- **Social Sciences** (*Business, Education, Geography, Geology, Law, Politics, International Studies, Sociology*)
- **STEM** (*Chemistry, Engineering, Computer Science, Mathematics*)

You will be required to act as a positive ambassador for the University and higher education. You will work with young people from a range of backgrounds in varying audience sizes so you should possess strong communication and presentation skills. Work in this post is available throughout the academic year. Hours are designed to be flexible around your studies. The number of hours you work is dependent on your existing academic commitments and the activity requests we receive from schools/colleges.



What does the role entail?

As an Education Outreach Fellow your main duties will include:

- Developing and delivering talks, workshops and activities relating to either;
 - your subject area
 - Extended Project research skills (EPQ/IB/Pre-U)
- Working with young learners on interactive events and outreach sessions, to raise aspirations towards university and higher education study in your subject area;
- Liaising with school/college staff prior to an event to confirm arrangements;
- Working collaboratively with other Education Outreach Fellows, Student Ambassadors and the Educational Engagement team, as necessary, to prepare resources and deliver sessions;
- Evaluating the sessions delivered, using feedback from students and teachers/staff, to develop and improve delivery method and content;
- Representing the University, including attending recruitment and outreach events and exhibitions across the country;
- Providing general support for Educational Engagement as appropriate;
- You will work to a fixed programme of activity and work alongside Educational Engagement teams to determine the most appropriate content to include in your sessions and the most suitable methods of delivery.

You will work to a fixed programme of activity and work alongside Educational Engagement teams to determine the most appropriate content to include in your sessions and the most suitable methods of delivery.

These duties provide a framework for the role and should not be regarded as a definitive list. Travel is required as part of the role and 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 University of Leeds student
 - starting their PGR/PGT Masters year in September 2018 or
 - a PhD student who will be funded until at least September 2019 or



- an intercalating medical student beginning their intercalation in September 2018
- A good knowledge of the research and transition skills needed by young people to progress to HE;
- An effective communicator, both written and oral. You can enthuse and engage learners about your subject area and be able to explain complex information and concepts to young people;
- Strong presentation skills with the ability to confidently deliver to a variety of audiences from diverse backgrounds;
- An interest in working with young people;
- 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/interpreting information you are not familiar with;
- Permission from your academic supervisor to take up this role.

You may also have:

- An understanding of the UK Education system;
- An understanding of the school curriculum for your subject and/or
- An understanding of research qualifications, like the Extended Project Qualification (EPQ), the International Baccalaureate (IB) Extended Essay and the Cambridge Pre-U;
- 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.

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.

You should clearly mark on your application the reference code of the opportunity in which you are interested. Any queries should be directed to the appropriate recruiting contact:



| Role | Reference Code | Contact |
|-------------------------|----------------|--|
| EOF (Arts) | SESAR2001 | Sarah Richardson S.H.Richardson@leeds.ac.uk |
| EOF (Chemistry) | SESAR2003 | Louise Crabtree L.Crabtree@leeds.ac.uk |
| EOF (Engineering) | SESAR2004 | Ruth Holland R.M.Holland@leeds.ac.uk |
| EOF (Computer Science) | SESAR2005 | Ruth Holland R.M.Holland@leeds.ac.uk |
| EOF (Health Sciences) | SESAR2006 | Teresa Storey T.A.Storey@leeds.ac.uk |
| EOF (Maths) | SESAR2007 | Ruth Holland R.M.Holland@leeds.ac.uk |
| EOF (Social Sciences) | SESAR2008 | Mark Patterson M.S.Patterson@leeds.ac.uk |
| EOF (Extended Projects) | SESAR2009 | Clara Hiskey C.Hiskey@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

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.



Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records information](#).

