



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**School Support Officer (Events), School of Sociology and Social Policy
and School of Politics and International Studies**



Salary: Grade 5 (£22,214 – £25,728 p.a.)

Reference: ESLSS1051

Closing date: 28 June 2019

Fixed term due to maternity cover until 31 March 2020

Full time (50% FTE for each School)

School Support Officer (Events)

School of Sociology and Social Policy and School of Politics and International Studies, Faculty of Social Sciences

Are you an organised support assistant with events experience looking to further your career in one of the UK's leading research intensive universities? Would you like to support research-related events, social media and other activities aimed at increasing the profile and influence of social scientists at the University?

An opportunity has arisen for a School Support Officer based in the School of Sociology and Social Policy and the School of Politics and International Studies to support the communication and events activities of the Schools by working closely with the Faculty Marketing Manager, ensuring the alignment of broader marketing and communications strategies and initiatives as part of the delivery of activities of the Schools.

You will have experience of events management, excellent communication and organisational skills, as well as the ability to work both as part of a team and on your own and to work flexibly to ensure tasks are completed to the required standard and deadlines.

What does the role entail?

Reporting to the School Coordinator/Manager, as a School Support Officer (Events) your main duties will include:

- Coordinating and delivering the Schools' events communication and activities to raise the research, impact and public engagement profiles of the Schools;
- Working with colleagues in the Schools, the Faculty Marketing Manager and University Press Officers to support the promotion of academic activities and amplify any media opportunities, sourcing stories and copy for school websites;
- Working closely with the Faculty Marketing Team, you will contribute to the schools' website and social media presence via regularly updating relevant websites, twitter feeds and other relevant social media platforms in an innovative and creative way;
- Being responsible for the development and maintenance of a bank of case studies for use in newsletters, promotional literature, press, social media and on the website;

- Maintaining a database of external links with international academic institutions and with non-academic organisations, national and international, for use by senior management;
- Producing statistical and analytical reports on social science activities/events and funding, manipulating data to identify gaps, patterns and trends;
- Organising and servicing interdisciplinary events, meetings with external visitors, committees and groups as appropriate, including following up on agreed action points;
- Attending conferences and events, including evenings, as appropriate;
- Supporting and where appropriate, leading on specific projects and initiatives, including acting as point of contact and co-ordination, monitoring and reporting (verbally and in writing) on progress to relevant stakeholders;
- Providing cover for other members of the School Support Teams.

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 a School Support Assistant you will have:

- GCSEs in Maths and English at grade C or above (or equivalent) or relevant experience;
- Experience of organising complex events;
- Skilled in writing copy for promotional materials and web, together with editing and proof reading;
- Accuracy and a strong attention to detail in terms of data management, copy writing and written communication;
- Excellent oral and written communication skills and the ability to convey complex concepts clearly and effectively to a range of audiences;
- Specialist knowledge or direct experience of utilising social media to meet marketing objectives;
- Excellent organisational skills with an ability to prioritise and plan your work independently;
- Excellent interpersonal skills and the ability to develop effective working relationships;
- Ability to work on a wide range of tasks simultaneously to meet strict deadlines;
- Ability to work effectively as part of a team and on own initiative;



- Ability to project a professional image of the Schools to all stakeholders;
- Ability to work proactively using a problem solving approach;
- A high level of competence in using Microsoft Office (PowerPoint, Word and Excel).

You may also have:

- Experience of working in the Higher Education Sector.

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:

Jodie Dyson, School Support Co-ordinator

Tel: +44 (0)113 343 4438

Email: J.C.Dyson@leeds.ac.uk

Caroline Wise, School Manager

Tel: +44 (0)113 343 4383

Email: C.Wise@leeds.ac.uk

Additional information

About the job

You will be responsible to the Head of School and report to the School Coordinator.

Find out more about the [School of Sociology and Social Policy](#).

Find out more about the [School of Politics and International Studies](#).

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.

