



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Projects and Activities Assistant, International Student Office



Salary: Grade 4 (£19,202 - £22,017 p.a.)

Reference: SESSP1224

We will consider flexible working requests

Projects and Activities Assistant International Student Office, Student Education Service

Are you passionate about supporting students to get the most out of their time at University? Can you work collaboratively with colleagues and use your excellent communication and organisational skills to help us provide an exceptional experience for students from all over the world?

In this role you will be part of the Student Education Service working with colleagues across the University and Leeds University Union on projects and activities to support international students to make a successful transition to life at Leeds and to help all students benefit from being part of a global campus community.

You will be working in a team that specialises in international student support and intercultural activity, supporting students' welcome and transition; wellbeing and success; community building; and global and local experiences in Leeds.

Working with our Event Manager and Project Manager, you will assist the team to deliver a range of intercultural co-curricular and student support activities and contribute to the cross-institutional delivery of students' welcome experience. You will also assist with work on pilot projects, providing support to the team through various stages of a project lifecycle, and you will develop the ability to take a lead on some specific activities.

We are looking for someone with experience of administrative work or organising events/activities who can relate to the experience of our diverse student community and can bring us imagination and enthusiasm as well as strong organisation, team-working and communication skills. You will be joining a team that takes pride in creating a welcoming and supportive working environment. The team learns from different perspectives, shares new ideas, values diversity, and takes an inclusive approach to work.



What does the role entail?

As a Projects and Activities Assistant your main duties will include:

- Providing administrative support for student activities and services. This will include event management support; liaison with partners and suppliers; assisting with recruitment and supervision of student assistants and volunteers; making presentations and assisting with workshops; and assisting with administration related to finance and HR processes;
- Assisting colleagues with defining and delivering pilot projects and activities;
- Contributing to team decisions and being proactive in helping the team identify and mitigate risks to the success of projects, activities and services; and assisting with evaluation and continuous improvement;
- Delivering information and support to students, both one to one and in groups, including responding to enquiries requiring further investigation or referral, using guidelines and procedures to resolve issues;
- Assisting with the preparation of information and promotion materials, including copy for publications, webpages and social media;
- Building relationships and effectively engaging with colleagues and external contacts;
- Providing general administrative support for the team;
- Keeping up-to-date with internal and external developments relevant to the service and the role;
- Representing the team at meetings and events.

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 Projects and Activities Assistant you will have:

- Previous experience of administrative work or organising events/activities, and able to demonstrate good attention to detail and a proactive approach to problem solving and making improvements;
- Experience of delivering excellent customer service and enthusiasm for enhancing people's experience;



- Cross-cultural experience or understanding of the experience of students from different cultural backgrounds; and awareness of good practice in making activities or services and communication inclusive;
- Excellent communication skills with the ability to: produce clear and accurate written communications to inform and promote across a range of channels; and to deliver engaging presentations;
- Experience of building relationships and working effectively with a variety of people, with evidence of good rapport-building and a diplomatic approach;
- Strong organisational and time management skills with the ability to organise and prioritise workload to meet deadlines and conflicting demands; and the flexibility to cope with unexpected tasks and temporary setbacks;
- Ability to use initiative and work independently as well as being a supportive team-worker;
- Strong IT skills and with proficiency in the use of Microsoft Office products;
- The ability to work outside of normal office hours at certain times for example to assist with activities or events.

You may also have:

- Experience of working or studying in a Higher Education environment;
- Experience of living or studying abroad and/or learning an additional language;
- Experience of delegating to others.

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:

Jenna Isherwood, Project Manager

Tel: +44 (0)113 343 6920

Email: j.c.isherwood@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 page.

