



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Student Opportunity and Insight Day Officer, Student Placement Division



Salary: Grade 5 (£22,659 - £26,243 p.a.)

Reference: SESSP1225

Fixed term until July 2021

We will consider flexible working arrangements

Student Opportunity and Insight Day Officer Student Placement Division

Are you looking for a challenging role supporting students to gain insight into a range of employment sectors through short, immersive experiences? Are you committed to ensuring students from disadvantaged backgrounds achieve their full potential?

Through focussing on 'insight days' you will work with existing and new employers to develop bespoke opportunities for students from disadvantaged backgrounds to find out more about these organisations through a range of activities, talks and experiences. The role will enable employers seeking to develop a diverse workforce, as well as supporting the University commitment to ensuring students succeed regardless of their background.

You will be motivated by a desire to achieve successful outcomes for students. Your passion, enthusiasm and exceptional communication skills will attract students and employers to the insight days.

What does the role entail?

As the Student Opportunity and Insight Day Officer your main duties will include:

- Development of an 'insight day' framework to provide students with short-term immersion into a range of employment settings;
- Advising employers on appropriate activities, talks and experiences as appropriate to their area of business;
- Creation of short-term insight days with local and national employers;
- Advising and supporting employers to discuss detailed logistics for the insight days;
- Oversight, attendance and support in the delivery of the insight days;
- Liaison with the Alumni and Development Team, Employer Team and faculty employability contacts to source host companies in a range of sectors;
- Liaison with Educational Engagement to market opportunities and to recruit widening participation students to the programme;
- Working with other widening participation initiatives across the University to ensure the insight days are integrated into the full widening participation programme;



- Analysing and evaluating the effectiveness of the programme for both students and host organisations;
- Developing case studies and impact reports to continually improve the offer and provide feedback to the host organisations;
- Signposting participants to further University support to enable them to compete for internships and placements;
- Any other duties as may reasonably be required, consistent with the grade of the post.

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 the Student Opportunity and Insight Day Officer you will have:

- Commercial awareness, with exceptional communication skills both written and verbal with an ability to influence, network and engage with a range of stakeholders;
- An understanding of, and empathy with, the defined student cohort and the potential or perceived disadvantages they may face;
- Strong IT skills including proficiency in Outlook, Word, Excel and Access;
- Effective project management skills with an ability to allocate time and resources, manage multiple activities and achieve targets;
- A creative and solution focused mind-set with a focus on continuous improvement;
- Experience of teamwork and of being a team-player, setting objectives in collaboration with others and ensuring they are met through co-operative team practices;
- Ability to use a range of different evaluation methods to assess the impact of the activity;
- A willingness to work flexibly and to travel to opportunities outside the University of Leeds, sometimes outside of normal office hours;
- A commitment to learning and developing skills required for the role.



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:

Sarah Goldstone, Work Placement Project Officer

Tel: +44 (0)113 343 5361

Email: s.goldstone@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.

