



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Educational Engagement Manager, Educational Engagement



Salary: Grade 8 (£40,792 – £48,677 p.a.)

Reference: SESAR1193

We will consider flexible working requests

Educational Engagement Manager

Educational Engagement, Student Education Service

**Are you passionate about student recruitment, access and student success?
Are you a strategic thinker, with the skills and experience to develop and deliver
an innovative programme of activities to meet key strategic objectives?**

Educational Engagement encompasses outreach to meet student recruitment and widening participation targets and student success. Establishing an integrated suite of activity based on market analysis and current performance data this role is for a strategic thinker who has experience of working on this agenda.

Working with the Head of Service you will ensure the effective implementation of the Education Engagement strategy and framework, and establish and lead on the delivery of projects in the associated action plan. Managing teams who deliver this you will need to demonstrate excellent interpersonal skills and networking ability to engage externally and internally to identify priorities and drive consensus.

What does the role entail?

As an Education Engagement Manager, your main duties will include:

- Developing an innovative programme of activity to meet key strategic objectives being responsive to internal and national developments;
- Developing policy and establish a clear relationship plan for key stakeholders to enhance the University's work in this area;
- Working with internal and external networks and partners to deliver evidence-informed initiatives;
- Creating impact using market and data analysis to establish priorities and targets for engagement whilst setting a baseline on which to build onward performance measures;
- Leading the usage and development of the CRM systems amongst respective teams and across Educational Engagement;
- Managing the project budget, following appropriate financial and regulatory policies and procedures;
- Representing the University at external partnership meetings and attend institutional wide meetings and fora as appropriate;



- Leading staff through direct and indirect line management responsibility, ensuring they are supported and working effectively against University objectives and priorities;
- Working with colleagues across the University to lead on Educational Engagement reporting including developing a collaborative approach to developing the Access and Participation Plan contributing to the Teaching Excellence Framework;
- Reviewing and reporting on the University of Leeds progress and position across the sector on internal and external targets making recommendations for change as appropriate;
- Working with Head of Service to identify and prioritise opportunities for external funding to support the delivery of Educational Engagement objectives;
- Being a proactive member of the Service's Management Team, and support the management of Educational Engagement contributing to wider initiatives.

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 Student Education Service Manager you will have:

- Substantial experience of working with key stakeholders, such as schools and colleges or students, along with a good understanding of their needs and priorities;
- Project management experience, including development of action plans to support key strategies, delivering against those plans and managing project budgets;
- Strong communication skills, able to influence, work collaboratively, establish and grow effective working relationships in order to achieve results and gain support with a wide range of people both internally and externally;
- The ability to work in a self-reliant, logical problem solving way, able to work under pressure, identify needs and priorities, set achievable targets and evaluate progress;
- Demonstrable skills in building teams and leading and managing staff to deliver key priorities;



- Evidence of professional development, maintaining a level of professional expertise and understanding across the education sector, and widening participation agendas;
- Ability to use qualitative and quantitative information to develop policy and papers to contribute to the student recruitment, access and student success agenda.

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:

Louise Banahene, Head of Educational Engagement

Tel: +44 (0)113 343 2047

Email: L.Banahene@adm.leeds.ac.uk

Additional information

Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in our [Working at Leeds](#) information.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) information 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](#).

