



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Disability Services Engagement Officer, Disability Services



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

Reference: SESSO1109

Part time: 21 hours per week

We will consider flexible working arrangements

Disability Services Engagement Officer

Disability Services, Student Education Service

Do you want to support Disability Services to engage with students and staff across the institution? Do you want to create and maintain a bank of resources and materials, including leaflets, guides, templates and web copy that effectively communicates to students about the work of Disability Services? Do you want to be part of a dynamic team focused on extending student access to our services and support?

We are looking for a self-motivated and versatile individual with a can-do attitude to work within Disability Services. You will be responsible for developing and supporting communication and engagement activities; to ensure students get the most from what we have to offer throughout the academic cycle.

You will have experience of working in an office environment, great organisational and communication skills with the ability to build relationships, as well as meet deadlines and deliverables.

What does the role entail?

As the Disability Services Engagement Officer, your main duties will include:

- supporting an annual programme of engagement events and activities for applicants, students and colleagues;
- maintaining and delivering our communication schedule; including producing and disseminating high quality accessible and inclusive communications in line with the Service tone of voice and the Student Support strategy;
- maintaining our website, social media presence and our range of online resources, leaflets and handbooks; with a focus on accessibility, inclusion and expanding student awareness of our services;
- supporting colleagues across the service with initiatives and activities involving communication and engagement with students or staff outside of the service.

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 Disability Services Engagement Officer you will have:

- excellent interpersonal skills;
- the ability to work with others to deliver joint projects;
- strong written communication skills for a range of diverse audiences and channels with high standards of accuracy and clarity;
- experience of promoting and supporting events or services, with a focus on event planning and participant engagement;
- strong administrative and organisational skills with a proven ability to meet deadlines and deliverables;
- a flexible and proactive approach to work, with experience of managing conflicting priorities, including your own workload;
- experience of using initiative to solve problems, discover information and generate new ideas;
- previously used, with confidence, Microsoft Outlook, Word and Excel.

You may also have experience of:

- developing web and social media content;
- knowledge or experience of producing accessible or inclusive communication;
- working within HE / or working with disabled students.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. Applications should be submitted by **23.59** (UK time) on the closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Claire Flegg, Operations Team Manager

Tel: +44 (0)113 343 9711

Email: c.j.flegg@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.

