



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**UKMT Administrator, UK Mathematics Trust
Faculty of Mathematics and Physical Sciences**



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

Reference: MAPMA1113

Closing date: 18 August 2019

We will consider job share / flexible working arrangements

UKMT Administrator

School of Mathematics, Faculty of Mathematics and Physical Sciences

Are you well organised and able to work effectively on your own and as part of a small team? Do you have excellent interpersonal skills, with the ability to communicate effectively with a wide range of people? Are you flexible and adaptable, with the ability to move between tasks as workload requires?

Working for the UK Mathematics Trust (UKMT), a charity whose aim is to advance the education of young people in mathematics, you will support the organisation, development and delivery of UKMT's events and activities. This will include coordinating and delivering UK and overseas residential camps and competitions, and organising and attending the high profile annual International Mathematical Olympiad lecture and celebration, which may require occasional work outside office hours.

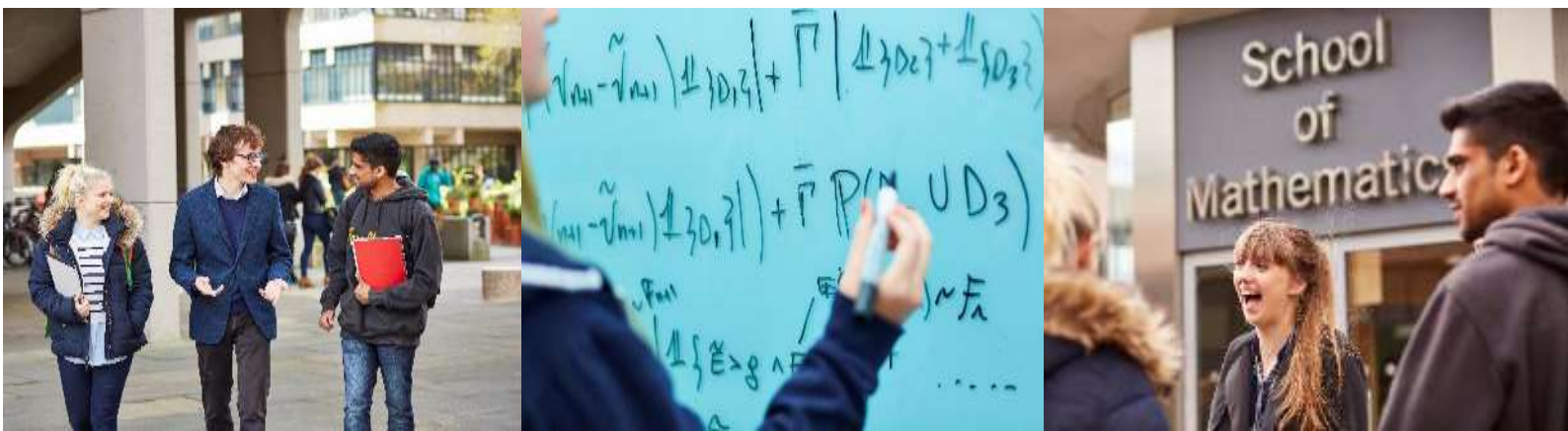
In addition, you will be a member of a small team providing excellent service to our customers. We need to be flexible and responsive to changing demands of the UK Mathematics Trust and developments in our strategy and services to meet customer expectations.

You will have A-level or equivalent in Mathematics as well as a degree in a STEM subject, plus experience of working with children and young people and of organising events. Along with excellent organisation and communication skills and a friendly approach, you will also have experience of working in a busy office or customer service environment. You will be able to manage your day-to-day workload and work to tight deadlines.

What does the role entail?

As a UKMT Administrator, your main duties will include:

- Working closely with volunteers to coordinate and deliver UK and overseas residential camps and competitions;
- Organising and attending the high profile annual International Mathematical Olympiad lecture and celebration;



- Liaising with the UKMT's sponsors to uphold our agreements and ensure they want to continue supporting us in the future;
- Managing your own budget for all activities, including monitoring and reviewing expenditure making cost savings as appropriate, analysing income and expenditure against the previous year, and working closely with the Finance Officer to ensure up to date and relevant financial reporting;
- Ensuring the UKMT's policies are met at all times when carrying out your work, in particular but not limited to Child Protection policy, Data Protection policy and Health & Safety policy;
- Working closely with our customer services team ensuring great customer service is delivered to all of our customers at all times, including via the telephone, email, social media and via our website, and being the point of escalation for any queries that our first line customer service team can't resolve;
- Attending conferences, events, executive committee meetings, and camps which will include weekends and evenings as appropriate;
- Supporting and working with other colleagues as necessary to ensure smooth running of all UKMT activities and contributing to the Trust's wider activities which may include providing administrative support to board committees, such as taking minutes;
- Designing, collecting and analysing feedback about our activities, events and service and implementing actions to continually improve our service delivery in line with the UKMT's strategic objectives.

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 UKMT Administrator you will have:

- A-Level or equivalent qualification in Mathematics, and a degree in Mathematics or a STEM related subject;
- Evidence of arranging and communicating complex travel and residential arrangements with a wide variety of people, and an understanding of visa requirements for overseas travel;



- Experience of working with children and young people and an understanding of the challenges that may arise during residential events;
- Experience of organising events;
- Effective interpersonal and written and oral communication skills, with the ability to communicate with people across all levels of the organisation and the general public, and experience of dealing with challenging queries in a professional manner;
- Excellent IT skills, with the ability to keep up to date with new technological developments and a willingness to learn new ways of working digitally;
- An enthusiasm for, and proven track record of, delivering exceptional customer service;
- Experience of working in a busy office with a high customer service focus and commitment to exceptional customer care;
- Effective organisational skills, with the ability to multitask, manage your own workload and meet tight deadlines, with minimal supervision;
- Evidence of working in a busy office with the ability to meet tight deadlines;
- A flexible attitude and a willingness to learn new skills.

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 advertised closing date.

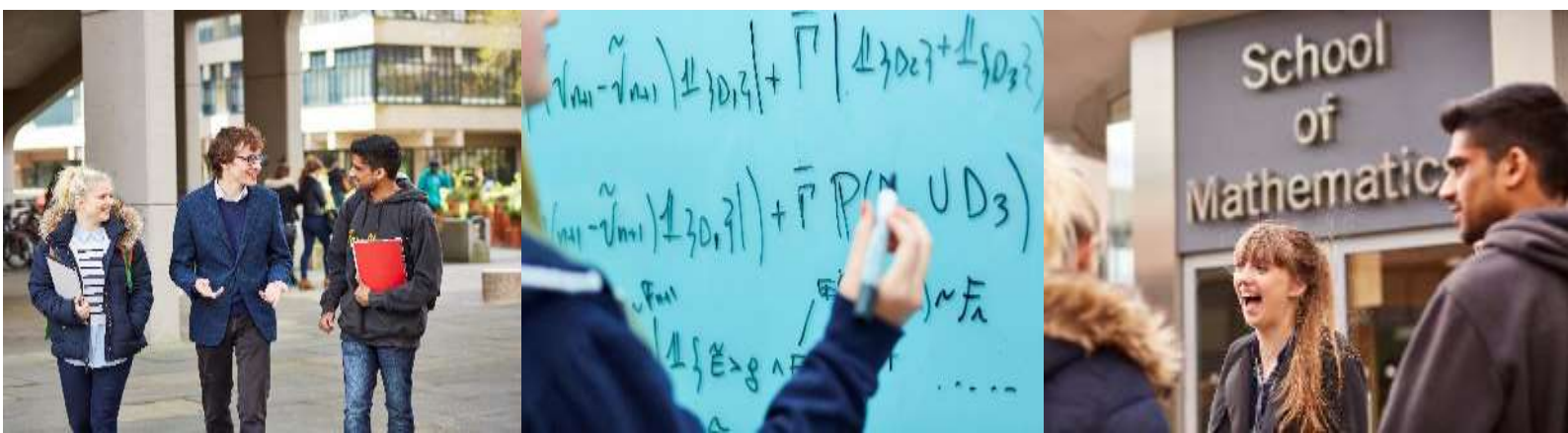
Contact information

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

Hannah Telfer, UKMT Operations Manager

Tel: +44 (0)113 343 7691

Email: H.H.Telfer@leeds.ac.uk



Additional information

The UK Mathematics Trust



Find out more about the UK Mathematics Trust: <https://www.ukmt.org.uk/>

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 (Exceptions) Order 1975

This post requires an enhanced and barred list criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.

Any offer of appointment will be subject to the University being satisfied with the outcome of these checks, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records information](#).

