



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Plus Programme Administrator, Educational Engagement



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

Reference: SESAR1199

Fixed term basis until the 25th March 2022.

We will consider flexible working arrangements

Plus Programme Administrator Educational Engagement, Student Education Service

Do you have an interest in widening access to higher education and improving the retention, attainment and employability for widening participation students? Are you a highly organised and motivated individual? Would you like to help promote and administer the Widening Participation scholarships?

You will be working in the University's Educational Engagement Office, providing support to the Plus Programme scheme. This programme focusses on improving the retention, attainment and employability of undergraduate (UG) and postgraduate (PG) Widening Participation (WP) students at Leeds. You will support the delivery of bespoke student support activities by staff across the University and support the team to promote and administer the portfolio of WP scholarships available to prospective students and designed to complement the activities of the Plus Programme.

If you are highly organised with a keen eye for detail, excellent interpersonal skills and the ability to work collaboratively, then you may be the person we are looking for.

What does the role entail?

As a Plus Programme Administrator, your main duties will include:

- Being the first point of contact for students eligible for the Plus programme scheme at Leeds, providing information and advice where appropriate and signposting existing support activities within the Plus Programme and the University as a whole;
- Administration and processing of PG scholarship applications, including the maintenance of Microsoft Access databases (which may include personal and confidential information);
- Acting as a first point of contact for handling UG and PG scholarship enquiries from prospective students and schools, resolving enquiries and escalating them as appropriate;
- Assisting with the production of Scholarship promotional materials;
- Utilising the office's Customer relations Management (CRM) system to help deliver and report Plus Programme activities;
- Distribution of Plus Programme student data across the University as well as supporting the attendance monitoring of Plus Programme students;



- Supporting the development and delivery of activities designed to enhance the retention, attainment or employability of Plus Programme students;
- Maintaining knowledge base of University pastoral and academic support mechanisms in place for students to help ensure there is no duplication of activities;
- Developing, organising and maintaining effective filing systems to support the efficient running of the office;
- General clerical duties such as arranging meetings, taking notes, conference and travel arrangements, purchasing, organising mail-outs, processing expenses claims;
- Organising events from booking rooms through to ensuring speakers and other resources are available;
- Assisting in the monitoring, review and evaluation of all aspects of the provision including the production of data;
- Presenting information on the Plus Programme, student financial support or other aspiration raising activities to students and school groups of varying size;
- Assisting in the development of new and existing projects.

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 Plus Programme Administrator you will have:

- An ability to work accurately with good attention to detail;
- An ability to work independently organising and prioritising own work;
- Excellent team working skills with the ability to work collaboratively and co-operatively with colleagues;
- An ability to maintain confidential information and an awareness of data protection legislation;
- An ability to work under pressure to meet deadlines;
- A sound working knowledge of Microsoft Office and databases;
- Enthusiasm and motivation;
- Excellent interpersonal and communication skills, including the ability to communicate effectively to people from different backgrounds, ages and levels;



- An ability and willingness to work flexibly including occasional weekends and evenings;
- Knowledge of Government student funding arrangements;
- Understanding of Widening Participation.

You may also have:

- Experience of working in a customer or student facing role;
- Experience of working in a Higher Education environment;
- Experience using a CRM system;
- Knowledge of student funding arrangements at the University of Leeds.

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:

Alex Ferguson, Plus Programme Officer

Tel: +44 (0)113 343 1831

Email: a.ferguson1@leeds.ac.uk

Jennifer Coates, Plus Programme Lead Officer

Tel: +44 (0)113 343 7654

Email: j.coates1@leeds.ac.uk

Due to the nature of this role, we would welcome applications from candidates from a diverse range of backgrounds.



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 page.

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](#).

