



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Educational Engagement Assistant (Arts), Educational Engagement



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

Reference: SESAR1203

We will consider flexible working arrangements

Educational Engagement Assistant (Arts) Student Education Service

Can you provide proactive, professional and flexible administrative support across a busy team? Are you organised and able to manage your own time?

You will provide general administrative support for the Arts cluster within Educational Engagement. You will be the first point of contact for queries from a wide range of stakeholders and you will be responsible for the provision of administrative support, including organising and supporting meetings, taking minutes, taking school bookings and assisting with the organisation of school visits. You will also support the team in the organisation of a wide range of outreach projects and activities. You will have overall responsibility for ensuring that Arts-related activities are inputted into our Customer Relationship Management (CRM) system and that the Arts team are given appropriate support in associated data entry. You will be expected to contribute and support other areas of the wider functional of Educational Engagement.

You should have excellent organisational skills, experience with databases/CRM, websites and social media and can work independently to meet tight deadlines. The role, while mainly office hours, will require occasional evening/weekend work.

What does the role entail?

As an Educational Engagement Assistant, your main duties will include:

- Supporting the team in the organisation of events including large scale activities and school visits, liaising with contacts, booking venues, arranging travel and catering and collating resource packs;
- Acting as a point of contact for schools, colleges and other relevant organisations;
- Establishing and maintaining administrative processes to support the provision and reporting of outreach, including data entry, supporting the evaluation of all provision by gathering, summarising and reporting data from outreach activities;
- Organising, supporting, facilitating and taking minutes at meetings;
- Coordinating student ambassador and payroll administration, booking students to work on events, keeping records of their hours and collating and submitting payroll information;



- Supporting the Arts team to ensure that the website and social media platforms are kept up to date;
- General office duties such as mail-outs, processing expense claims and ordering goods and services.

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 an Educational Engagement Assistant you will have:

- A motivated and proactive approach to work with excellent organisation and planning skills and the ability to meet deadlines in a fast moving environment;
- Excellent IT skills (in particular Microsoft word, Access, PowerPoint and Excel), including databases/Customer Relationship Management;
- An ability to communicate to a variety of stakeholders such as teachers, University students and researchers, and outreach staff;
- The ability to work effectively as part of a team and under your own initiative;
- Attention to detail and proof reading skills;
- The ability to keep accurate financial records;
- Flexibility and an ability to adapt to changing circumstances including being prepared to work hours in accordance with the reasonable demands of the post.

You may also have:

- Experience of working in a higher education environment;
- An understanding of the needs of schools/colleges from an Educational Engagement/Outreach perspective;
- Experience of working with teachers and school/college students;
- Experience of maintaining websites and social media.

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:

Kathie Hunter, Arts Cluster Officer

Tel: +44 (0)113 34 39169

Email: K.M.Hunter@leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it's 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 may require a criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate may 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, and made in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

