



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Pathways to Law and Social Science Outreach Officer, Educational Engagement



Salary: Grade 5 (£23,067 – £26,715 p.a.)

Reference: SESAR1205

Fixed-term until end of July 2021

We will consider flexible working arrangements

Pathways to Law and Social Science Outreach Officer Educational Engagement, Student Education Service

Are you enthusiastic about improving the life chances of young people? Do you have excellent communication and organisation skills?

Based in the Social Science Cluster team within Educational Engagement, you will provide high level administrative support for the Widening Participation (WP) 'Pathways to Law' scheme and other outreach activities in the School of Law and for subjects such as geography, business and education. You will liaise with external organisations and work closely with local schools and colleges to recruit Pathways students from Years 10 to 13, maintaining the relationship with them throughout the project. You will also support other Law outreach with schools and colleges, in both recruitment and WP, building relationships with Law staff and students to encourage delivery of activity.

You will manage student ambassadors, building relationships with schools and colleges nationally and helping develop online outreach materials.

You will require the ability to manage your time across different projects and communicate to multiple audiences.

What does the role entail?

As a Pathways to Law and Social Science Outreach Co-ordinator your main duties will include:

- Delivering and co-ordinating of Pathways to Law and other WP, outreach and recruitment activity and projects, working with colleagues in the design, development and delivery of programmes, identifying opportunities for Law to contribute to Social Science Cluster events, supporting School initiatives and engaging and supporting academics in the delivery of WP and recruitment activity;
- Administrating and organising of events, including liaison with colleagues and academic and external contributors, booking rooms and catering, organising travel, co-ordinating student ambassadors and ensuring risk assessment and safeguarding practices are followed;



- Writing a programme of events for Pathways, for students from Y10 to Y13, communicating it to colleagues in the School of Law and Educational Engagement;
- Liaising with participants and schools and colleges, running promotional campaigns, delivering Pathways Recruitment talks, designing and delivering a communications plan, organising 'keep in touch' meetings and being the first point of contact for enquiries;
- In collaboration with relevant colleagues, including Faculty Marketing, designing promotional materials;
- Organising the student selection process, checking students' eligibility and liaising with colleagues in EE and School of Law;
- Liaising with external bodies, including the Sutton Trust and other Pathways universities, primarily over initial applications, recruitment, placement allocation and trips to Inner Temple and National Conference;
- Pathways and event evaluation, including gathering student feedback, reporting data to EE Monitoring & Evaluation Team and providing analysis on UCAS applications from Pathways students;
- Database management and liaison with contacts lists to support School of Law's engagement with selective/independent schools;
- Recruitment, training and co-ordination of undergraduate and postgraduate students delivering outreach activity;
- Liaising with Law Admissions/Recruitment Director over Access to Leeds programme;
- Coordinating the creation of online resources for teachers and contributing to and maintaining appropriate areas of the Social Science web pages and social media suite;
- Supporting Social Science Cluster staff in effective CRM use, responsibility for the production of reports concerning schools outreach and recruitment activity.

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 Pathways to Law and Social Science Outreach Co-ordinator you will have:

- Excellent organisational skills with the ability to manage multiple priorities and meet targets and deadlines in a fast moving environment;
- Experience of creating and manipulating datasets and using databases, e.g. using CRM, MS Access and MS Excel;
- Experience in the use of web based resources and social media;
- The ability to communicate effectively and convey sometimes complex information to a wide range of audiences through different media;
- A proactive and motivated approach with the ability to work as part of a team and on one's own initiative;
- Attention to detail and proof-reading skills;
- Experience of working in a customer-facing environment;
- Flexibility and ability to adapt to changing circumstances.

You may also have:

- Experience of work in a higher education institution;
- Experience in an area of study or work related to law or social science;
- An understanding of the concept of widening participation;
- Experience of working with volunteers such as university students and academics;
- A knowledge of schools and an understanding of their needs.

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:

Chris Hatton, Educational Engagement Lead Officer (Social Sciences)

Tel: +44 (0)113 343 9470

Email: c.hatton@leeds.ac.uk



Additional information

Further information on [Pathways to Law](#).

Further information on the [Social Science Outreach Cluster](#).

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 made in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

