



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Communities and Partnerships Assistant, Lifelong Learning Centre



Salary: Grade 4 (£19,612 - £22,417 p.a.)

Reference: CSLLC1096

We will consider flexible working arrangements

Communities and Partnerships Assistant Lifelong Learning Centre

Would you like to help raise the aspirations of adult learners through supporting the organisation of events and activities? Do you have strong communication and interpersonal skills? Do you have excellent IT skills and the ability to use databases confidently?

The [Lifelong Learning Centre](#) (LLC) promotes programmes, pathways and support for adult, part-time and foundation level students especially, although not exclusively, those from disadvantaged and under-represented groups.

The Communities and Partnerships (C&P) team at the LLC seeks to create opportunities and develop projects in order to raise the aspirations of adult learners and encourages them to consider university as a realistic option.

A large proportion of the C&P team's work is centred on organising and running events such as campus visits, study days, seminars and summer schools. These events are targeted towards a range of participants including adult learners, prospective and current mature and part-time students, University of Leeds alumni and members of the public.

The C&P team are seeking to appoint a dynamic person who will play a key role in the organisation and evaluation of these events. You will work across a range of C&P activities and take the lead in supporting the organisation of certain events. You will have excellent IT skills and good numeracy skills, supporting the team's evaluation processes by extracting, collating and presenting data from existing information systems including Microsoft Access databases. Ideally, you will be able to use social media to promote and disseminate the work of the LLC. Some evening and weekend working will be required for this role.

What does the role entail?

As a Communities and Partnerships Assistant, your main duties will include:

- Supporting the organisation of various C&P activity and LLC events which will include managing event bookings and catering, sending joining instructions and involvement in setting up events and being available for the duration of the event. You will also meet and greet participants and show groups of adult



learners around the University. This will require some evening and weekend working;

- Designing and updating pre-entry materials and other events related documentation; updating the LLC website and as part of a team growing and engaging the LLC social media audience ensuring messages are consistent and in line with University guidance;
- Storing, retrieving, manipulating and reporting on data from systems such as Microsoft Access, Excel and Banner. This includes setting up basic queries in Microsoft Access to gather data on projects and participants and presenting C&P data visually and in meetings;
- Providing general clerical support responding to enquiries from staff, students and members of the public by telephone, email and in person; assisting to produce longer reports and documents; servicing of LLC meetings and providing occasional cover for the LLC reception which may include some evening working;
- Planning and undertaking electronic and postal mail-outs to students, internal contacts and external partners across projects and programmes;
- Staffing the Lifelong Learning Centre Front Desk;
- Maintaining own professional development;
- At all times working as a member of a team, building and maintaining good working relationships with colleagues;
- Contributing to the development and monitoring of service standards for the LLC.

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 Communities and Partnerships Assistant you will have:

- Experience of working in a busy office-based environment where the ability to multi-task, prioritise, work with minimal supervision and meet multiple deadlines is required;
- Strong IT skills and ability to use a range of software, in particular be able to evidence the ability to use databases, Microsoft Word and Excel and other



management information systems in order to store, retrieve and manipulate data;

- Strong interpersonal skills, the ability to work part of a team and to provide a high quality stakeholder experience;
- High level of communication skills, both written and verbal, including experience of responding effectively to enquiries from a wide range of stakeholders and the ability to produce and design information for a range of audiences;
- An understanding of, and empathy with, the needs of adult learners;
- Ability to engage with and use social media platforms;
- Willingness to work flexible hours when required, including some evenings and weekends.

You may also have:

- Experience of organising and administering events;
- Experience of using design software e.g. Canva to produce pre-entry resources.

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:

Lisa Matera, Communities and Partnerships Project Officer

Tel: +44 (0)113 343 3229

Email: l.m.matera@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.

