



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Educational Outreach Fellows SOCIAL SCIENCES, Educational Engagement



**Salary: Grade 6 (£15.12 per hour)**

**Reference: SESAR1210**

**Please note that this role is only open to current University of Leeds postgraduate students.**

## **Education Outreach Fellow SOCIAL SCIENCES Educational Engagement, Student Education Service**

**Are you enthusiastic about engaging young people in Higher Education? Are you passionate about your programme of study? Would you like to inspire young people and help prepare them for university by sharing your interests, knowledge and research skills?**

The University's Educational Engagement department works with young learners aged 11-19 on inspirational, fun and interactive activities to raise awareness of, and aspirations towards, higher education. As an Education Outreach Fellow, you will work as part of a highly motivated, professional team supporting our school liaison work with young people and their teachers by delivering a range of progression and enhancement activities both on and off campus.

In this role, you will specialise in developing and delivering workshops related to your academic area. Currently we are recruiting Education Outreach Social Sciences Fellows for the following disciplines:

***\* Business \* Education \* Geography \* Geology \* Law \* Politics \*  
International Studies \* Sociology \****

You will be required to act as a positive ambassador for the University and higher education. You will work with young people from a range of backgrounds in varying audience sizes so you should possess strong communication and presentation skills. Work in this post is available throughout the academic year. Hours are designed to be flexible around your studies. The number of hours you work is dependent on your existing academic commitments and the activity requests we receive from schools/colleges.

### **What does the role entail?**

As an Education Outreach Social Sciences Fellow your main duties will include:

- Developing and delivering talks, workshops and practical activities, both on campus and in schools, relating to your subject area;



- Working with young learners on interactive events and outreach sessions, to raise aspirations towards university and higher education study in your subject area;
- Liaising with school/college staff prior to an event to confirm arrangements;
- Working collaboratively with other Education Outreach Fellows, Student Ambassadors and the Educational Engagement team, as necessary, to prepare resources and deliver sessions;
- Evaluating the sessions delivered, using feedback from students and teachers/staff, to develop and improve delivery method and content;
- Representing the University, including attending recruitment and outreach events and exhibitions;
- Providing general support for Educational Engagement as appropriate.

You will work to a fixed programme of activity and work alongside Educational Engagement teams to determine the most appropriate content to include in your sessions and the most suitable methods of delivery.

These duties provide a framework for the role and should not be regarded as a definitive list. Travel is required as part of the role and other reasonable duties may be required consistent with the grade of the post.

**Please note occasional evening/weekend work may be required.**

## What will you bring to the role?

As an Education Outreach Social Sciences Fellow you will have/be:

- A current University of Leeds student
  - studying for a PGR/PGT Masters in *or*
  - a PhD student who will be funded until at least September 2020 *or*
  - undertaking studies in one of the following academic areas; Business, Education, Geography, Geology, Law, Politics, International Studies, Sociology;
- A good knowledge of the research and transition skills needed by young people to progress to HE;
- An effective communicator, both written and oral. You can enthuse and engage learners about your subject area and be able to explain complex information and concepts to young people;



- Strong presentation skills with the ability to confidently deliver to a variety of audiences from diverse backgrounds;
- An interest in working with young people;
- Excellent organisational skills, including the ability to manage your own time and meet deadlines;
- An ability to work independently with minimal supervision when necessary, specifically around sourcing/interpreting information with which you are not familiar;
- Permission from your academic supervisor to take up this role;
- An ability to work flexibly in line with the needs of the post and willingness to travel and undertake evening and weekend work when required.

You may also have:

- An understanding of the UK Education system;
- An understanding of the school curriculum for your subject and/or
- Understanding of the issues and challenges young people may encounter at school and when progressing to Higher Education;
- Experience of working with young people in any capacity.

***The University community is made up of a wide range of people with diverse backgrounds and circumstances, which we value and regard as a great asset. As part of our continued commitment to equality and inclusion we welcome applications from people of all backgrounds.***

## 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](mailto:c.hatton@leeds.ac.uk)



## Additional information

### 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](mailto:disclosure@leeds.ac.uk).

### Criminal record information

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 page.

