



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Graduate Internship: Employability and Progression Assistant,
Student Careers and Educational Engagement**



Salary: Grade 3 (£17,682 - £19,133)

Reference: SESAR1218

Closing date: Sunday 13 October 2019

**Interviews are expected to be held: Wednesday 23 October or Thursday
24 October**

Two years fixed term, full time

Open to 2018/19 University of Leeds graduates only

Graduate Internship: Employability and Progression Assistant

Student Careers and Educational Engagement, Student Education Service

Are you a University of Leeds 2019 graduate looking for a Graduate Internship? Do you have a particular interest in working with students and graduates from under represented backgrounds at the University of Leeds? Would you like to help students and recent graduates to prepare for, and be successful in gaining graduate roles?

Student Careers and Educational Engagement are seeking to recruit four University of Leeds graduates to join us as an Intern to play an active role in improving the employability of students, particularly those from underrepresented backgrounds. One of the roles will have a split focus between supporting students and encouraging student engagement in employability activity through multiple communication channels.

Our internships are designed to enhance your employability through a dedicated development programme – as well as gaining experience of delivering interventions to students and graduates, you will develop a range of key skills including: team work, independent working, interpersonal and communication skills, initiative, organisation, high quality administration and project development.

This is a fabulous opportunity to make a real impact on employability outcomes for our students and graduates, providing information and signposting them to various support services across the University and externally, to ensure they have the necessary skills to succeed in a competitive graduate labour market. You will support current activity designed to engage students and graduates from underrepresented backgrounds in progression opportunities offered by the University, along with influencing future engagement activity.

The role will involve working across the University (including Student Careers, Educational Engagement, Leeds University Union and various Faculties and Schools). The ideal candidate will be flexible and adaptable, able to collaborate and work effectively as part of a team which are key components of the role.



As an Employability and Progression Assistant, you will have excellent organisational and planning skills and the ability to complete tasks to agreed deadlines. You will benefit from specific training in information and working one-to-one with students, along with what employers are looking for in our graduates. It is a fantastic opportunity to develop your key employability, gain essential networking skills and valuable work experience in a professional environment.

These posts are open to all Class of 2019 University of Leeds graduates. We particularly welcome applications from individuals from underrepresented backgrounds.

What does the role entail?

Based in Student Careers, you will be responsible to the Mentoring and Widening Participation Manager, working closely with the Widening Participation Employability Officer, and wider Careers and Employability colleagues.

Main duties will include:

- Liaising with Student Careers, Educational Engagement and Faculty staff to support the provision of targeted signposting, information and support to students / graduates;
- Increasing awareness of, and engagement with, the Student Careers services and employability opportunities;
- Acting as a point of contact for defined groups of students / graduates;
- Delivering support to students / graduates from the defined cohort, or those who may have protected characteristics, by providing careers information and help with cv, applications and interview preparation;
- Responding efficiently and professionally to enquiries or requests for information;
- Supporting the copy writing and scheduling of promotional communications for Student Careers services and opportunities
- Creating digital content and communications which are inclusive and appropriately targeted for underrepresented students
- Promoting access to, and attendance at employability-related workshops and events;
- Maintaining accurate student engagement records, including attendance records; and evaluating student feedback to help influence future activity;
- Working with the Widening Participation Employability Officer to:



- Develop a timeline of current employability-related activity and identify gaps in provision;
- Coordinate and deliver student engagement activities delivered by Student Careers to ensure they are relevant, accessible and effective
- Analyse student activity participation data

These duties provide a framework for the role and should not be regarded as a definitive list. The list above is designed to give you an idea of the various tasks you may be asked to undertake.

What will you bring to the role?

As an Employability and Progression Assistant you will:

- Be a University of Leeds graduate (2018/19);
- Have a keen interest in widening participation and the employability of students and graduates;
- Demonstrate an enthusiasm for, and commitment to, delivering an exceptional student experience;
- Possess excellent communication and interpersonal skills; and have the ability to write clearly and concisely including experience of presenting information in a variety of forms to different audiences;
- Have a high level of accuracy and attention to detail;
- Able to work positively with staff and students;
- Have excellent organisational and planning skills, including the ability to work to deadlines;
- Be able to work effectively as part of a team, be reliable and able to work independently with minimal supervision when necessary;
- Be punctual and have a flexible and proactive approach and able to move between teams as required;
- Have experience of following written and verbal instructions;
- Possess excellent knowledge of Microsoft Office products, particularly Word and Excel, database packages, and experience of using social media;
- Have an understanding of the Higher Education Sector.

You may also have:

- An understanding of some of the issues and challenges students from widening participation backgrounds may face while studying at University;



- Experience of supporting projects, including an ability to complete multiple overlapping deadlines;
- An ability to gather and interpret quantitative and qualitative data;
- Have creative design skills for making media assets on multiple platforms;
- Experience of organising events.

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:

Chloe Marshall, Widening Participation Employability Officer

Student Careers

Tel: +44 (0)113 343 8386

Email: C.Marshall2@leeds.ac.uk

Karen Shaw, Mentoring and Widening Participation Manager

Student Careers

Tel + 44 (0) 113 343 0548

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

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

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 page.

