



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Adult Learners Officer, Lifelong Learning Centre



**Salary: Grade 6 (£27,511 – £32,817 p.a. pro rata if applicable)**

**Reference: CSLLC1097**

**Full-time 1.0 FTE**

**We will consider flexible working arrangements to 0.7 FTE**

## **Adult Learners Officer Lifelong Learning Centre**

**Can you demonstrate excellent organisational and project management skills? Do you have an interest in adult widening participation? Do you enjoy working with a wide range of people?**

The Lifelong Learning Centre (LLC) has a widening participation mission. It works with mature, part-time and foundation year students and has developed a well-established portfolio of activity delivered throughout the student lifecycle to enhance the student experience.

This post concentrates on the support of adult learners. The LLC has developed various strands of activity that create opportunities to encourage the progression of adult learners from socially and economically deprived communities into higher education which is delivered by the Communities and Partnerships(C&P) team. We are also supporting the retention and achievement of mature students throughout their educational journey.

This demanding post is a key component in ensuring the efficient and effective delivery of our work with adult learners. The post-holder will co-ordinate and manage the administrative and clerical work of the team, being a key player in the planning, organisation, delivery and monitoring of the various activities related to widening participation and outreach. In addition the post will support activity to develop strategies to enhance the success of mature students.

This job entails taking a leadership role in the organising of public engagement and other events. The widening participation portfolio is constantly developing and changing which will include the delivery of externally funded projects. We expect the Officer to be a catalyst for change, ensuring that our processes and procedures are up-to-date technically in order to best meet the needs of our participants and staff.

This post will entail working outside office hours. You will be expected to undertake evening and weekend work when necessary.



## What does the role entail?

As an Adult Learners Officer your main duties will include:

- Providing oversight and ensuring continual improvement of all systems and procedures that support the delivery of quality outreach and preparation for higher education;
- Taking a project management approach to enhance the development of the student success projects and related events;
- Implementing systems which meet the auditing requirements of the University and any externally-funded projects;
- Taking the lead in ensuring that strict timelines, processes and reports for the monitoring of widening participation activity adheres to University and other relevant bodies requirements. Being responsible for C&P data collation and analysis for inclusion in reports, committee papers, dissemination events;
- Line management responsibility for clerical staff ensuring effective recruitment, induction, probation, training and development, monitoring and staff well-being;
- Providing leadership and taking responsibility for the planning and organisation of public engagement events in conjunction with the Deputy Director (Partnerships);
- Providing leadership and taking responsibility for the planning, organisation and delivery of public engagement events, taster days and widening participation activity in conjunction with colleagues;
- Having an overview of the marketing processes relating to outreach and widening participation activity;
- Participating as a key member of the LLC administrative team to support successful cross-team working, the efficient running of the Centre and identifying ways of effecting change which improves overall performance;
- Building and maintaining excellent working relationships internally and externally e.g. local organisation, at all levels to ensure effective delivery of widening participation activity in conjunction with relevant colleagues;
- Participating as an active member of LLC committees and working groups.

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 Adult Learners Officer you will have:

- A degree level qualification or equivalent work experience;
- Experience of events management, excellent project management skills, the ability to take a project management approach to different strands of activity and effect change management;
- Experience of staff management with excellent leadership skills;
- Excellent organisation skills with the ability to prioritise and plan your work independently and work on a wide range of tasks, processes and procedures simultaneously to meet strict deadlines sometimes under pressure;
- Strong communication and interpersonal skills with the ability to work co-operatively and flexibly with a diverse range of internal and external stakeholders at all levels; a strong negotiator and creative problem solver with the ability to apply sound judgement, making decisions in difficult circumstances;
- Excellent written communication skills with a high level of accuracy and close attention to detail;
- Excellent IT skills with particular expertise in the use of Outlook, Word, Access and Excel; demonstrate an aptitude and willingness to develop skills further;
- Ability to work as part of a team and able to demonstrate a collaborative team approach with proven ability to work across functions and across all levels of staff, students and external stakeholders;
- Positive attitude, a willingness to work flexibly within a fast changing environment; willingness to work in the evenings or at weekends.

You may also have:

- Understanding of the funding and auditing of external projects;
- Working knowledge of communication via social media;
- An understanding of the widening participation in higher education agenda as it relates to adults



## 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:

**Lindsey Fraser, Deputy Director (Partnerships)**

Tel: +44 (0)113 343 3219

Email: [l.fraser@leeds.ac.uk](mailto:l.fraser@leeds.ac.uk)

## Additional information

Further information about the [Lifelong Learning Centre](#).

### 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

### 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.

