



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Student Engagement Facilitator, Leeds Institute for Teaching Excellence (LITE)



Salary: Grade 3 (£17,682 - £19,133 p.a. pro rata)

Reference: LITE1026

Closing date: Monday 18 November 2019

Fixed-term until 31 July 2020. The role holder will be expected to work an average of 3 hours per week during term time.

Student Engagement Facilitator Leeds Institute for Teaching Excellence (LITE)

Are you a current University of Leeds undergraduate student with an interest in facilitating student engagement in curriculum development? Would you like to gain valuable experience of working as part of a dynamic team?

We are looking for a confident student to contribute to ideas and decision making that affect the student teaching and learning experience. As the student representative within the LITE team you will input and provide advice, offering the student perspective, on projects and initiatives run by LITE. You will have a good understanding of the range of disciplines across the University and will be able to identify and consider the needs of different learning communities.

What does the role entail?

As Student Engagement Facilitator, your main duties will include:

- Organising and facilitating and delivering a minimum of three student focus groups including participant recruitment, administration and logistics;
- Facilitating a programme of student engagement activities in LITE projects and initiatives, through consultation and dissemination (e.g. social media activity/attendance at LUU Education Assembly);
- Representing the student voice for the University of Leeds taught student community (undergraduate and taught postgraduate) in discussions and meetings;
- Supporting and participating in cross-campus events and activities, as a representative of LITE, that would benefit from student involvement / representation;
- Cross campus networking with student groups and staff which may include through online mechanisms (e.g. social media/chat forums);
- Dealing with students and staff in a professional manner at all times;
- Ensuring that personal knowledge and skills are updated to ensure effectiveness in meeting work objectives.

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 Student Engagement Facilitator, you will be able to demonstrate the following:

- You are enrolled on a University of Leeds degree programme the 2019/20 academic session and have a good knowledge of the undergraduate student experience at Leeds (i.e. you may be a taught masters student who has completed a Leeds undergraduate programme);
- The ability to communicate confidently at all levels, both on a one to one basis and to large groups;
- Excellent written communication skills, with good attention to detail and an excellent standard of grammar and spelling;
- Excellent listening skills and the ability to take representative notes and paraphrase;
- Strong IT skills, with proficiency in the use of Microsoft Office software including Word, Excel, PowerPoint and Outlook, web-based communication tools and social media;
- The creativity and confidence to propose ideas;
- A flexible approach, with excellent organisational and time-management skills and the ability to prioritise and plan own workload with minimal supervision;
- The ability to work well in a small team;
- Excellent attention to detail.

You may also have:

- Experience of facilitating meetings/workshops;
- Ability to see/make connections between ideas;
- Ability to ask strategic questions.

How to apply

You can apply for this role online; more guidance can be found on our [How to apply](#) page. Applications should be submitted by 23:59 (UK time) on the advertised closing date.



Contact information

If you would like to find out more about this opportunity, please contact:

John Balfour, Teaching Excellence Manager

Tel: +44 (0)113 343 8973 | Ext: 38973

Email: J.P.Balfour@leeds.ac.uk

Additional information

For more information about the Leeds Institute for Teaching Excellence, see <http://teachingexcellence.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.

