



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

School Support Officer – Communications and Alumni

Faculty of Social Sciences



Salary: Grade 5 (£23,067 – £26,715 p.a.)

Reference: ESLLW1129

Closing date: 26 November 2019

School Support Officer – Communications and Alumni Faculty of Social Sciences, School of Law

Do you have a flare for producing engaging written communications? Do you have a proactive and enthusiastic approach to your work? Are you a confident verbal communicator with experience of building and maintaining relationships with a wide range of stakeholders?

We are looking to recruit an enthusiastic individual to our School Support Team with excellent administrative, interpersonal and organisational skills to coordinate alumni activities in the School working in collaboration with the School Management Team and the University's Alumni and Development Office. You will also develop and coordinate the School's stakeholder communications strategy also working with the School Management Team, the Faculty Marketing Team and the University's Communications Team. You will be able to demonstrate a high degree of personal responsibility and initiative in all areas of the role as well as a high level of attention to detail, and experience of providing excellent customer service. You will be an excellent team player with an ability to work to deadlines. You will be fully competent using Microsoft Office and be able to manage email, internet based systems and social media effectively.

Standard working hours for the post will be 9am to 5pm Monday to Friday however there may be a need to work outside these hours to ensure events organised by the School Support Team are successfully supported.

What does the role entail?

As a School Support Officer – Communications and Alumni your main duties will include:

- Pro-actively working with the School Management Team and the University's Alumni and Development Office to develop, co-ordinate and deliver a programme of targeted alumni communications and events for the School of Law;
- Producing printed documents as appropriate including alumni magazine and student newsletters; and electronic communications including website content, e-newsletters and social media content;



- Collaborating with colleagues to further develop and maintain the School's identity to effectively build reputation and sense of community with national and international stakeholders;
- Further developing and implementing the School's communications strategy in pursuit of a cohesive and informed community;
- Pro-actively supporting key members of academic staff involved in student employability initiatives e.g. the mentoring programme and internships, to identify and establish relationships with alumni and other community contacts to aid delivery of the initiatives in collaboration with Student Education Service colleagues;
- Managing the development and maintenance of the School's contact database e.g. law firms; police; high schools/colleges; alumni; and barristers;
- Acting as First Aider and Fire Warden requiring regular training and updating on University procedures;
- Contributing to maintaining online and paper resources and records;
- Providing cover for other members of the School Support Team.

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 School Support Officer – Communications and Alumni you will have:

- Minimum GCSE grade C in Maths and English or equivalent;
- Evidence of excellent written and oral communication skills, including writing of news items, producing newsletters/magazines and writing for the web;
- Evidence of excellent self-management skills, including ability to deliver and work to deadlines, high motivation, pro-activity, determination and resilience and an ability to work flexibly and manage competing priorities;
- Excellent IT skills with evidence of experience in the use of Microsoft Office (MS Word, Excel, Access, Outlook, PowerPoint) and social media e.g. Facebook, Twitter and Instagram, in a work environment;
- Evidence of excellent interpersonal skills/customer care with a 'can do' attitude;
- Substantial experience of organising events for varied audiences;



- Experience in and ability to participate constructively in meetings and decision-making processes.

You may also have:

- Experience of the HE sector, and an ability to understand and engage with the academic mission of the School;
- Substantial experience of organising events for varied audiences both nationally and internationally;
- Experience in the use of desktop publishing packages.

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:

Amanda Hemingway
School Support Co-ordinator
Tel: +44 (0)113 343 8169
Email: a.t.hemingway@leeds.ac.uk

Additional information

About the job

You will be responsible to the Dean of Faculty and report to the Head of School.

Find out more about the [Faculty of Social Sciences](#).

Find out more about our [School of Law](#).



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

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.

