UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Communications Assistant (Student Lifecycle Programme), Communications

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

Reference: SESPT1066

Fixed-term for two years

We will consider flexible working arrangements

Communications Assistant (Student Lifecycle Programme) Communications

Are you a passionate communicator with the ability to create and manage compelling content for a range of channels? Can you turn complex information into clear and engaging messaging for a broad range of stakeholders? Do you want to help the University of Leeds create a better experience for its students and staff?

We're looking for a communications professional to join the University's internal communications team, supporting the Student Lifecycle Programme. The SLP is a long-term transformation programme aiming to develop processes, systems and ways of working that improve the student experience and get the University fit for the future.

You'll report in to the SLP Communications Manager and support on a range of tactical communications activities, from arranging briefing events to creating regular newsletters, web content and email updates designed to create conversations and engagement across support staff, academics and students.

You'll need excellent writing, editing and proofreading skills and an ability to simplify complex information, plus great questioning and interpersonal skills to allow you to interact with and support a wide range of stakeholders, both inside and outside of the SLP team.

You must be able to work flexibly and independently, while meeting deadlines and have an appreciation of the internal communication challenges a university faces.

What does the role entail?

As a Communications Assistant your main duties will include:

- Supporting the Communications Manager to deliver integrated communications for a major change programme;
- Planning and creating content for events, the web, newsletters and email communications;
- Researching, writing and editing clear copy for a range of internal communications for a variety of audiences, including programme updates and progress reports;

- Simplifying and reformatting complex information in order to make it easier to understand for a broad range of staff;
- Attending project meetings to support the programme team and identify any potential communications activity required;
- Co-ordinating digital content through SharePoint Modern Pages and email management tool Newzapp;
- Working with the central Internal Communications team to co-ordinate Programme communications;
- Organising venues and logistics for in-house briefings and events;
- Managing mailing lists for the SLP's diverse group of stakeholders;
- Using your initiative to solve straightforward problems, prioritising work and seeking further information as required;
- Building and maintaining effective relationships with colleagues at all levels and, where appropriate, translating their requirements into communications actions;
- Supporting the central internal communications team as and when required.

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 Communications Assistant you will have:
- Enthusiasm, positivity and the ability to engage with a broad range of stakeholders, digitally, on the phone and face to face;
- Excellent planning and organisational skills and the ability to deliver to deadlines;
- Strong writing skills with the ability to make complex information clear and engaging;
- Good working knowledge of all MS Office applications, including PowerPoint, Yammer, SharePoint and Teams;
- Great attention to detail with the ability to work methodically through information and organise and analyse data;
- The ability to build effective relationships with colleagues at all levels based on understanding their needs.

You may also have:

- Experience of working within a professional communications team in a large/complex organisation;
- Experience of facilitating or presenting at workshops and events;
- Some video production and editing skills;
- An understanding of the broad principles behind employee engagement and change management.

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. «'closing date: insert hyperlink to job advert on Stonefish»

Contact information

To explore the post further or for any queries you may have, please contact:

Liz Wilmshurst, Communications & Engagement Manager, Student Lifecycle Programme
Tel: +44 (0)113 343 9371
Email: liz.wilmshurst@leeds.ac.uk

Additional information

Find out more about Communications.

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. This post requires a basic 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 and all applicants must 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.