



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Education Outreach Officer, Educational Engagement



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

Reference: SESAR1222

**Three posts – Two posts on-going and one fixed-term until July 2021
(to provide cover for a secondment)**

Education Outreach Officer

Educational Engagement, Student Education Service

Do you want to play a key outreach role in recruiting the best students, irrespective of background? Do you have experience of working with young people and an ability to relate to and motivate them?

The Education Outreach team works in partnership with teams across the University in promoting the University so that we recruit the brightest and best students irrespective of background. The team develop and deliver a range of on-campus events and travel across the country attending Higher Education events and delivering presentations and workshops. The team is instrumental in leading and supporting our co-ordinated and focused approach to outreach. This will include support for the IT system for managing our relationships with schools and colleges. You will take an active role in all activity.

You will develop, deliver, evaluate and report activities to support recruitment including widening participation. Working as part of the Education Outreach team, but also part of a wider team of staff across the University, you will represent Leeds at Higher Education Conventions, schools and colleges to ensure that learners, teachers, careers advisers and parents understand the benefits of studying at Leeds, our courses and the progression routes available.

You will deliver a range of presentations and workshops to support progression to Leeds and higher education more generally. You will also provide support in the administration, evaluation and reporting of events.

The role will involve evening, occasional weekend work as well as some overnight stays.

What does the role entail?

As an Education Outreach Officer your main duties will include:

- The development and delivery of aspiration raising and Higher Education information events and activities including study skills sessions;
- Representing the University, including delivery of presentations, at recruitment and widening participation events and exhibitions across the country;



- Providing administrative support to ensure the successful delivery and evaluation of education outreach activity, including attending external events or hosting internal activities as well as ensuring that recording of engagement and evaluation are up-to-date and accurate;
- Maintaining and monitoring an agreed standard of service for enquiries from schools and colleges, responding to enquiries and requests within an agreed time-frame;
- Supervising student hosts and ambassadors , ensuring work is delivered to a high standard;
- Acting as a point of contact for schools, colleges and other relevant organisations;
- Developing, maintaining and supporting a successful and accurate contacts management database to record interactions with partner schools and other leading education stakeholders and providing training and support for users of the database; Proactively communicating our outreach work to relevant stakeholders;
- Monitoring, reviewing and evaluating the programme of outreach activity identifying trends and gaps to feed into regular or bespoke reports produced by the senior team members;
- Working in partnership with colleagues across the University to identify ways to promote the University to stakeholders.

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 Education Outreach Officer you will have:

- A degree and an understanding of higher education;
- A customer-focussed, can-do and positive approach towards workload and other tasks;
- An ability to organise and prioritise your own workload;
- An ability to work as part of a team or on your own initiative;
- An ability to explain and communicate complex information both through written and oral communications;



- Experience of working with young people and an ability to relate effectively and motivate them;
- Strong presentation skills with an ability to adapt to different audiences;
- Excellent IT skills with proven knowledge and experience in the use of MS Office;
- Excellent attention to detail;
- The ability to work flexibly in line with the needs of the post and willingness to travel and undertake evening and weekend work when required.

You may also have:

- Experience using Customer Relationship Management system;
- Experience of working in a higher education environment.

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:

Stephanie Gordon, Education Outreach Lead Officer, Educational Engagement

Tel: +44 (0)7864689819

Email: S.R.Gordon@leeds.ac.uk

Additional information

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 (Exceptions) Order 1975

This post requires an enhanced and barred list 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. All applicants are required to make a self-declaration where applicable.

Any offer of appointment will be subject to the University being satisfied with the outcome of these checks and made in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

