



CANDIDATE BRIEF

Information and Communications Assistant, Cultural Institute,
Faculty of Arts, Humanities and Cultures



Salary: Grade 4 (£19,612 - £22,417 p.a.) pro rata

50% fte

Reference: AHCC11010

Fixed-term one year contract. (secondment cover)

Information and Communications Assistant, Cultural Institute Faculty of Arts Humanities and Cultures

Are you a confident communicator who is interested in writing content for print, digital and social? Are you a highly motivated and organised individual, with attention to detail and an ability to work well in a team?

The Cultural Institute has three main aims: to increase pioneering research collaborations with our partners, to widen cultural engagement and participation, and to create more opportunities for – and build the skills of – our students. We aim to transform how higher education and cultural organisations work together to harness the power of culture, creating a more diverse, sustainable and resilient cultural sector and a more connected and engaged university.

The Information and Communications Assistant will play a key role in supporting, planning and delivering Cultural Institute communications to key groups, such as external partners, public audiences or University of Leeds staff. Working within the Cultural Institute team and reporting to the Project Manager: Communications, you will have the chance to engage with our cultural and creative industries partners across the region.

The Information and Communications Assistant will undertake the delivery of the Cultural Institute's communications strategy in collaboration with relevant staff, targeting key audiences both internally and externally. You will be involved in writing, editing, co-ordinating and publishing content across various digital and print communications channels, and work on delivery of key events both on and off campus.

You will have excellent organisational and planning skills and the ability to complete tasks to agreed deadlines. You will also have strong communication skills and the ability to work effectively as part of a team; with a positive and proactive approach to problem solving and making improvements. You will be IT literate and able to work across web applications to manage digital content.

What does the role entail?

As Information and Communications Officer your main duties will include:

- Supporting the Project Manager: Communications to write content for online and print communications, including blog posts, newsletter and websites to



engage our audiences, including but not limited to cultural organisations, artists, staff and students;

- Supporting social media activity, including developing plans, writing content, monitoring and engaging with comments, and analysing and reporting on results;
- Working with colleagues on maintaining, updating, monitoring and reviewing Cultural Institute websites including monitoring and reporting on website analytics;
- Liaising with content providers across the University including academics and colleagues in other departments to gather information and approve copy;
- Contributing to the delivery of internal and external events as required;
- Maintaining a database of internal and external contacts; integrating reports on relationship status.

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 Information and Communications Assistant you will have:

- An interest in, and curiosity for, the work of the Cultural Institute, across research, student education and cultural engagement;
- Excellent written communications skills, with proven English language skills in writing, grammar and attention to detail;
- Evidence of creating engaging content for a range of audiences and channels;
- Experience planning, managing and monitoring social media channels to achieve specific objectives and generate engagement with target audiences;
- Evidence of a pro-active and flexible attitude and a solutions focused approach to challenges;
- The ability to work effectively as part of a team;
- Excellent interpersonal skills and ability to work on own and as part of a team;
- Excellent IT skills with the ability to manage online digital content.

You may also have:

- Experience of information management systems including use of databases;
- Creative and innovative approach to communications and marketing.



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:

Nichola Casse, Cultural Institute

Tel: +44 (0)113 343 3143

Email: n.f.casse@leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it's 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 in 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.

