



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Educational Engagement Officer (Health Sciences), Educational Engagement**



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

**Reference: SESAR1225**

**We will consider flexible working arrangements**

## **Educational Engagement Officer (Health Sciences)**

### **Educational Engagement, Student Education Service**

**Do you want to play a key role in recruiting the best students, irrespective of background? Can you work closely with schools and colleges to engage students and promote Higher Education?**

You will provide support for the administration, planning and delivery of events and other outreach activities across the Health Sciences subject areas (Medicine, Dentistry, Healthcare and Psychology). You will play a key role in the planning, preparation and delivery of activities on and off campus, plus lead on the creation of resources for schools and colleges. You will support the recording and tracking of activity, participants and schools, creation of web and social media content and evaluation of outreach activities. You will work collaboratively with colleagues across the service and be a member of a variety of groups and networks concerned with schools outreach and student recruitment.

### **What does the role entail?**

As an Educational Engagement Officer (Health Sciences), your main duties will include:

- Coordinating and supporting the delivery of Health Sciences outreach events for schools and colleges, in support of our widening participation and recruitment objectives;
- Preparing and delivering presentations and workshops relating to Health Sciences courses for schools and colleges;
- Recording and tracking outreach activities and participants, utilising the relevant information management systems;
- Processing participant monitoring and evaluation data to inform internal and external reporting;
- Creating content for and coordinating the team's web and social media presence.

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 Educational Engagement Officer (Health Sciences), you will have:

- Excellent organisational, planning and time management skills;
- Excellent team working skills, with the ability to work collaboratively and cooperatively with colleagues;
- Excellent written and verbal communication skills, with the ability to communicate effectively to a wide variety of audiences;
- Experience of delivering effective presentations and workshops;
- Experience using Microsoft Office packages including Word, Excel, PowerPoint and Outlook and a willingness to develop new IT skills;
- Experience working with school and / or college students;
- The ability to work independently, with excellent attention to detail and the ability to maintain a high level of accuracy;
- The willingness to travel and work outside office hours when required.

You may also have:

- An understanding of the barriers disadvantaged students may face when applying to University;
- Experience of delivering events / workshops for schools and colleges;
- Experience of working within 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:

**Mark Patterson, Educational Engagement Lead Officer (Health Sciences)**

Tel: +44 (0)113 343 3936

Email: [M.S.Patterson@leeds.ac.uk](mailto:M.S.Patterson@leeds.ac.uk)



## Additional information

Find out more about the Health Sciences Outreach Team and our outreach activities at [www.healthsciences.leeds.ac.uk](http://www.healthsciences.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](mailto: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, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

