



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Senior Education Outreach Officer, Educational Engagement



Salary: Grade 6 (£27,511 – £32,817 p.a.)

Reference: SESAR1228

Fixed term until 11th February 2022

Senior 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 the skills to lead on a developed outreach programme of engagement, inspiring and preparing young people for the transition to Higher Education?

In the Education Outreach team, we work in partnership with teams and services across campus, promoting the University of Leeds to enable us to recruit the brightest and the best students regardless of background. We are instrumental in leading and supporting a co-ordinated and focussed approach to outreach and engagement including the sharing of best practice and representing the University at on and off-campus events (including UCAS /Higher Education (HE) fairs and campus visits).

You will work to co-ordinate our successful Research and Study Skills programme, focussing on the Extended Project Qualification (EPQ) and the Extended Essay in the International Baccalaureate (IB). You will be responsible for delivering workshops in schools across the country to support students with these qualifications. You will also take an active role in developing the existing EPQ and IB programmes of engagement; promoting, co-ordinating, monitoring and assessing engagement, as well as assisting in the management of a trained team of Education Outreach Fellows (EOFs), who assist with the delivery of the Research Skills programme.

You should be highly organised and able to meet changing deadlines in a dynamic work environment. Effective networking skills and an ability to build and sustain productive working relationships both internally and externally is essential to the role.

You will be required to travel to schools and colleges across the country and will be expected to undertake evening, weekend work and overnight stays when necessary.

What does the role entail?

As a Senior Education Outreach Officer your main duties will include:

- Liaising with internal and external stakeholders to maintain and develop a consistent and efficient outreach research skills programme;



- Monitoring and evaluating the impact of the programme both qualitative and quantitative, to inform developments of the programme and feed into Schools and Faculties and stakeholders across the University;
- A creative teaching approach to develop and deliver an exciting, informative and unique programme suitable for a wide range of research skills qualifications e.g. EPQ and IB, and suitable for audiences from Key Stage 3 upwards;
- Raising the profile of the suite of activities through attending and delivering at external conferences to teachers, key influencers and stakeholders;
- Recruiting, training and line managing of postgraduate students (Education Outreach Fellows) who deliver interactive elements of the programme;
- Supporting colleagues with the promotion of the outreach programme to target schools across the UK;
- Co-ordinating the EPQ, IB and study skills event requests;
- The delivery of all elements of the research skills programme, general outreach programme and attendance at UCAS fairs and conferences;
- Supporting a successful and accurate contacts management database to record interactions with partner schools and other leading education 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 a Senior Education Outreach Officer you will have:

- A good understanding of the academic research and study skills required by students completing an EPQ or the International Baccalaureate (IB Diploma);
- Experience of working in a Higher Education or academic environment;
- Postgraduate (masters/ PhD) level qualification **or** qualified teacher status (QTS) with experience of teaching academic research skills;
- Strong presentation skills with an ability to engage 16-18 year olds and adapt to different audiences;
- Effective networking skills with the ability to build and sustain productive working relationships both internally and externally;
- A customer focussed, can-do attitude towards workload;
- Knowledge of the secondary school and/or sixth form sector;



- Strong organisation skills and the ability to meet changing deadlines in a highly dynamic work environment;
- Excellent IT skills including Microsoft Office;
- An ability to use initiative and take a proactive approach to solving problems;
- An ability to analyse and evaluate the effectiveness of your own events and activities;
- An ability to work as part of a team or independently where appropriate;
- An ability to work flexibly in line with the needs of the post and a willingness to travel and undertake evening and weekend work when required.

You may also have:

- Supervisory or line management experience;
- Experience in the use of CRM systems;
- An ability to analyse, interpret and evaluate complex data.

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:

Simon Bright, Education Outreach Lead Officer, Educational Engagement

Tel: +44 (0)113 34 36794

E-mail: s.p.bright@adm.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 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

