



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Student Talent Spotting Coordinator, Educational Engagement,  
Student Education Service**



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

**Reference: SESAR1230**

**We will consider flexible working arrangements**

## **Student Talent Spotting Team Coordinator**

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

**Do you want to play a part in encouraging talented students to study at Leeds University? Can you work both independently and with colleagues to provide efficient administrative and organisational support? Do you have excellent organisation and communication skills with the ability to manage a busy workload and meet tight deadlines?**

You will provide administrative, planning and coordination support for recruitment to our Talent Spotting programmes. This will include keeping and dealing with accurate and secure records, helping to organise events, visits and other outreach activities, communication with students, schools and other partners and arranging meetings and taking minutes. You will develop and deliver workshops and presentations to large groups of young people.

Working as part of a team supporting colleagues, you will also work autonomously and take responsibility for key aspects of work and make day to day decisions (with management support where required). You will have the skills associated with evaluation and tracking of students and schools, taking part in activities including excellent IT skills and experience of using databases.

You will be required to work occasional evenings and weekends.

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

As a Student Talent Spotting Coordinator, your main duties will include:

- Coordinating administrative and organisational support across the range of Student Talent Spotting programmes, including collation and management of confidential student records, organisational support for events and activities, and the management of student expense claims;
- Working with the team to develop and deliver activities and information sessions for school and college students, their parents/carers, and teachers;
- Creating materials and resources to promote and support our programmes;
- Liaising with internal and external providers and stakeholders to organise activity, coordinating/facilitating regular meetings where appropriate;



- Acting as first point of contact for schools, colleges and other relevant organisations, providing support for school visits (where appropriate) and for other educational activity (both on campus and in schools);
- Taking responsibility for key deliverables including some aspects of our provision including large scale events;
- Actively engaging with and supporting the residential components of our offer (summer schools);
- Assisting in the evaluation of all aspects of the team's activity and guidance provision. This includes the production of material for reports, and working with key systems to track and monitor participation of students throughout their respective programmes, using information management systems and evaluation tools where appropriate (e.g. "customer relationship management" systems (CRM) and our bespoke evaluation tools);
- Coordinating and supporting the facilitation of focus groups, student case studies, interviews and written evaluation;
  - Making recommendations to the service, providing feedback and helping to monitor processes, making improvements to office systems as 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 Student Talent Spotting Coordinator, you will have:

- Excellent organisational skills with the ability to meet targets and deadlines in a fast-moving environment;
- Experience of delivering excellent customer service;
- Experience of delivering presentations/workshops to groups of young people;
- Excellent IT skills including database management with experience of creating and manipulating datasets and using databases, e.g. using MS Access and/or MS Excel;
- The ability to communicate effectively and convey sometimes complex information to a wide range of audiences through different media both verbally and in writing;
- Proactive and motivated with the ability to work on your own initiative;
- The ability to work effectively as part of a successful team;



- Attention to detail and proof reading skills;
- Flexibility with the ability to adapt to challenging circumstances and the willingness to work across the service as required;
- The willingness to learn and take responsibility for your own professional and personal development.

You may also have:

- Experience of working in a Higher Education or school/college environment;
- An understanding of Widening Participation;
- Experience of working with student workers (Student Hosts/Ambassadors) and academics;
- Experience of working with students/young people in a residential setting;
- A knowledge of schools and an understanding of their needs.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. Applications should be submitted by **23.59** (UK time) on the closing date.

## Contact information

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

**James Leslie, Student Talent Spotting Officer**

Tel: +44 (0)113 343 8471

Email: [J.Leslie@adm.leeds.ac.uk](mailto:J.Leslie@adm.leeds.ac.uk)

## Additional information

You can find out more about the work of Educational Engagement ([https://www.leeds.ac.uk/info/128010/teachers\\_and\\_advisors/249/what\\_we\\_do](https://www.leeds.ac.uk/info/128010/teachers_and_advisors/249/what_we_do)) and The Student Talent Spotting Team (<https://studenttalentspotting.leeds.ac.uk>) by visiting our websites.



## **Working at Leeds**

You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in our [Working at Leeds](#) information.

## **Candidates with disabilities**

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) information 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.

