



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Communications and Graduate Coordinator,
Leeds Social Sciences Institute**



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

Reference: ESLSS1060

Communications and Graduate Coordinator Leeds Social Sciences Institute, Faculty of Social Sciences

Are you an experienced and organised administrator looking to further your career in one of the UK's leading research intensive universities? Do you have strong communication skills? Are you committed to delivering an exceptional experience for postgraduate researchers in the social sciences? Are you a highly organised and versatile individual with an ability to develop and maintain productive relationships across boundaries, including with external partners?

An opportunity has arisen for a Communications and Graduate Co-ordinator in the Leeds Social Sciences Institute (LSSI), to work in an independent and self-managed capacity to provide high level support to the Director of LSSI to enable the Leeds Social Sciences Institute to achieve strategic and operational objectives.

You will support the core activities of the Leeds Social Sciences Institute, and work closely with colleagues in the LSSI, the Press Office, and the wider University Marketing Team, ensuring the alignment of broader marketing and communications strategies and initiatives as part of the delivery of activities of the Institute.

You will provide a high quality administrative leadership function supporting the Leeds element of the White Rose Doctoral Training Partnership (DTP) in the Social Sciences, whilst also promoting awareness of and engagement in the work of the DTP through participation in open days, induction, cohort meetings and training sessions. You will also take responsibility for generating content for dissemination through websites, email, newsletters and social media.

You will play a key role in contributing to the provision for postgraduate researchers in the social sciences across the University and beyond. You will have experience of organising events within a large scale, complex organisation and an ability to organise your workload whilst also demonstrating a high degree of initiative.

You will also have excellent written and oral communication skills and the ability to work under sustained pressure and to deliver to tight deadlines on multiple agendas.

What does the role entail?



As Leeds Social Sciences Institute (LSSI) Communications and Graduate Coordinator your main duties will include:

- Being responsible for leading, developing, implementing and reviewing the LSSI communication strategy in an innovative and creative way; notably through the website and the social media presence;
- Working with colleagues in the LSSI, the Press Office, and the wider University Marketing Team to assist promotion of research and take advantage of any media opportunities, sourcing stories and copy;
- Organising and servicing interdisciplinary events, meetings with external visitors, committees and groups as appropriate, including organising and servicing meetings and following up on agreed action points;
- Providing clerical support to LSSI research conferences, exhibitions, events, meetings and Masterclasses;
- Assisting in the development and maintenance of a bank of case studies for use in newsletters, promotional literature, press, social media and on the website;
- Producing statistical and analytical reports on social science activity and funding, manipulating data using Excel to identify gaps, patterns and trends;
- Providing support on specific projects and initiatives, including acting as point of contact and co-ordination, monitoring and reporting on progress;
- Attending conferences and events, including evenings, as appropriate;
- Acting as the lead for the ESRC White Rose Doctoral Training Partnership (DTP) and liaising with counterparts at the partner institutions within the DTP to promote a shared understanding and ensure co-ordinated provision;
- Promoting awareness of and engagement in the work of the DTP through participation in open days, induction, cohort meetings and training sessions, and by generating content for dissemination through websites, email, newsletters and social media;
- Providing effective and efficient administrative support for the White Rose DTP and for the academic leadership of the DTP, including supporting the MA Social Sciences (interdisciplinary) and the suite of four doctoral training modules, offered as part of the DTP doctoral training arrangements, and overseeing and administering the planning and promotion of scholarship opportunities within the DTP;
- Coordinating, analysing and presenting management information relating to the DTP, including recruitment, progress, examination and completion of research



degrees, and in particular to provide quality assurance reporting for the ESRC/DTP;

- Leading the administration and organisation of skills-based training events for social science PGRs and early career researchers (ECRs);
- Keeping up to date with institutional and national developments in Postgraduate Research support and encourage their timely and effective adoption within the DTP.

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 LSSI Communications and Graduate Coordinator you will have:

- Experience of organising events within a large scale, complex organisation;
- Experience in writing copy for promotional materials and web, together with editing and proof reading skills;
- Accuracy and a strong attention to detail in terms of data management, copy writing and written communication;
- Excellent oral and written communication skills and the ability to convey complex concepts clearly and effectively to a range of audiences;
- Specialist knowledge or direct experience of utilising social media to meet marketing objectives;
- An enthusiasm for and commitment to delivering an exceptional experience for postgraduate researchers;
- Significant experience in providing effective support to staff and students in an educational setting;
- An ability to develop and maintain productive relationships across all levels of staff, students and external partners, with a track record of collaborative and partnership working across boundaries;
- A detailed working knowledge of policies, procedures and practices for the operational support of postgraduate researchers within a large higher education institution;
- Excellent organisational skills with an ability to prioritise and plan your work independently;



- An ability to work on a wide range of tasks simultaneously to meet strict deadlines;
- An ability to work effectively as part of a team and on own initiative;
- An ability to project a professional image of the Institute to all stakeholders;
- IT skills to support effective administration, in particular skilled in Microsoft Office products, including Word, Access and Excel.

You may also have:

- Experience of working in the Higher Education Sector;
- An understanding of the role and importance of social science research within higher education.

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:

Professor Adam Crawford, LSSI Director

Email: a.crawford@leeds.ac.uk

Hannah Crow, LSSI Co-ordinator

Tel: +44 (0)113 343 8468

Email: h.e.crow@leeds.ac.uk

Additional information

About the job

You will be responsible to the Dean of the Faculty and report to the Director of Leeds Social Sciences Institute.

Find out more about the [Leeds Social Sciences Institute](#).



Find out more about the [White Rose Social Science DTP](#).

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

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.

