



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Communications Intern, University of Leeds Libraries



Salary: Grade 3 (£20,948 to £22,214 p.a. depending on experience)

Reference: CSLIB1394

Fixed Term: 12 months, open to University of Leeds undergraduate students and recent graduates only

Location: Libraries (with scope for hybrid working)

Overview of the Role

Do you want to gain skills and experience in communications, whilst also making a positive contribution to students studying at Leeds?

This is a fantastic opportunity to contribute to the Libraries and University, whilst developing your own skills and experience. You will promote the Libraries and engage students with our resources, events and services.

Our Libraries are key to student success, providing access to information and resources for study and research projects, developing academic and digital literacies alongside subject knowledge, and creating physical and digital spaces for different learning styles to flourish. We spark intellectual curiosity and enable new discoveries through our rich collections and we connect ideas, knowledge and communities.

We are looking for a proactive and creative individual to support the delivery of our communication and engagement activities. You will have excellent communication skills and be able to interact with a diverse range of people. You'll enjoy using your initiative to solve problems and your creativity to produce engaging content across a range of digital channels.

You will gain experience in developing and delivering effective communications and engagement campaigns for different audiences within a complex institution. There will be opportunities to get involved in various projects and initiatives that support the Libraries vision, Knowledge for All, and our culture shift.

Main duties and responsibilities

The main duties and responsibilities are to:

- create and schedule engaging and accessible communications content across a variety of channels/ platforms including social media, display screens, blog posts and website content
- use your initiative and creativity to engage students with our services, contributing student perspectives to our work and engagement activities
- build effective working relationships within the team and with colleagues in other teams, contributing to team decisions where appropriate
- assist in the monitoring, review and evaluation of activity, to inform and continuously improve our practice
- provide administrative support for the team, to gain hands-on experience in a range of areas.



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.

Qualifications and skills

Essential

- A University of Leeds recent graduate, or an undergraduate student intending to take this role for a placement year as part of your degree
- A genuine interest and enthusiasm for helping students to make use of the resources and opportunities available through the Libraries
- Experience in creating and using digital media, with a good understanding of social media platforms
- Excellent verbal and written communication skills with experience of writing engaging content for different audiences, with a high level of accuracy and attention to detail
- Good IT skills, including experience of the Microsoft Office 365 suite, and the ability to quickly learn and use new digital tools and resources.

Desirable

- Experience in developing effective marketing and communications plans and measuring their success
- Experience of using digital communications tools, such as Google Analytics, WordPress, Canva, Adobe Creative Suite and/or social media scheduling tools.

Key Attributes

- Excellent organisational and planning skills with the ability to prioritise and complete tasks to agreed deadlines
- Effective interpersonal communication skills, enabling you to build positive relationships with a wide range of people
- An ability to work effectively as a member of a team and independently
- Creative and imaginative, with an adaptable approach to solve problems using initiative.

Additional information

Working at Leeds

We are a campus based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements



of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

Our University

At the University of Leeds, we are committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains the best students and staff from all backgrounds. Whatever role we recruit for we are always striving to increase the diversity of our community, which each individual helps enrich and cultivate. We particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

Information for disabled candidates

Information for disabled candidates, or candidates with impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at hr@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.

