



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Equality, Diversity and Inclusion (EDI) Hub+ Engagement Lead,
Faculty of Engineering and Physical Sciences**



Salary: Grade 8 (£48,149 – £57,422 p.a. pro rata)

Reporting to: Professor Vania Dimitrova

Reference: EPSCP1172

Closing date: Monday 26 May 2025

Part time, 15 hours per week. This role is open to current University of Leeds staff only. Secondment opportunities will be considered, subject to approval from the successful applicant's current service area

Fixed term until 31 October 2028 to complete specific time limited work

Location: University of Leeds (with scope for hybrid working)

We are open to discussing flexible working arrangements

Equality, Diversity and Inclusion (EDI) Hub+ Engagement Lead, School of Computer Science.

Overview of the role

The Equality, Diversity and Inclusion (EDI) Hub+ is a national hub that will harness the engineering, physical and mathematical sciences (EPMS) research and innovation community's collective effort to address diversity challenges specific to the sector. The hub will act as a focal point of activity and knowledge of good EDI practice across the UK. Drawing on expertise and insight from people and organisations from within and beyond the sector, the hub will provide leadership to pinpoint diversity challenges unique to EPMS. It is supported by the UKRI Engineering and Physical Sciences Research Council (EPSRC) through a £2.5 million investment.

We are seeking a dynamic Engagement Lead to play a pivotal role in advancing the Hub's goals by developing and delivering effective outreach and engagement initiatives. You will lead efforts to strengthen relationships with key stakeholders, raise awareness of the Hub's mission, and foster a culture of inclusivity across the sector.

As an experienced engagement professional, you will have a proven ability to design and implement content, channel, and audience strategies that maximise the measurable impact of your communication and engagement efforts. You will work closely with the Hub's management team and a network of Engagement Champions to identify and address unmet EDI needs, promoting meaningful change through innovative interventions.

You will also contribute to shaping and amplifying the visibility of the Hub's initiatives, creating opportunities for collaboration, and ensuring the voices of underrepresented groups are heard, valued, and empowered.

We welcome applications from individuals who may need adjustments or accommodations, and we are open to discussing flexible or remote working options.



Main duties and responsibilities

- Develop and implement a coordinated communications strategy and plan to deliver effective engagement and communication campaigns that support the Hub's strategic objectives. This includes raising the profile and reputation of the Hub's activities, and developing a strategy to deal with reputational risk;
- Lead EDI Hub+ communications across all channels, ensuring alignment with the Hub's objectives and addressing time-sensitive priorities. This includes overseeing online campaigns, engagement events, and regular communications, while closely collaborating with colleagues for effective planning and delivery;
- Establish and maintain strong relationships with academic, industry, and community partners, including EPMS professional bodies, industry networks, and EDI-focused organisations. Act as a central point of contact to facilitate discussions and collaborative projects aimed at advancing EDI within the EPS community;
- Lead on the specification, recruitment and engagement of EDI Ambassadors and Inclusion Advocates from the EPMS community;
- Develop effective relationships with other communications professionals and stakeholders across the institution and within external organisations to enhance collaborative efforts;
- Plan and coordinate engagement events, workshops, and forums that address EDI challenges and solutions within EPMS. Collaborate with the Hub's Engagement Champions to extend outreach across the UK;
- Develop and lead the delivery of monitoring and evaluation processes for all communications, creating a series of measures and providing regular reports to the Leadership teams and use this data to inform future activity;
- Review the hub's engagement strategy by assessing the effectiveness and impact of EDI initiatives, based on activity monitoring and community feedback;
- Contribute to the development of an online EDI Resource Centre for documenting and sharing successful EDI practices and interventions from the research community;
- Oversee the website and other digital activities, ensuring that all new and existing content is effectively updated and adheres to University and accessibility guidelines.



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

- Experience of successfully planning, delivering and monitoring both regular communications activity and targeted campaigns across digital and print channels including: using planning/scheduling tools and data analysis to monitor performance and drive future plans; and using a data informed approach to target specific audiences;
- Experience of developing communication strategies, including audience, content and channel strategies, as well as corresponding success measures;
- Effective interpersonal skills and a professional, confident, and collaborative approach, with experience of engaging effectively with academic and professional services colleagues in a Higher Education (HE) environment to achieve a common purpose;
- Experience in communicating complex topics clearly and concisely, with strong writing and editing skills. Proven ability to create engaging and audience-relevant content for print, digital and social media channels for a diverse range of audiences, and the ability to spot and tell a compelling story;
- A strong interest in EDI and an understanding of the potential challenges in talking about EDI, including negative media coverage;
- Prior experience in organising and managing events, workshops, and forums, particularly within the research community or similar environments;
- A proactive and flexible approach to work, with proven ability to engage regionally and nationally.

Desirable

- Previous experience working within the EPMS sector or in an EDI-focused role;
- Experience of co-creation and implementation of interventions aimed at improving diversity and inclusion;
- Experience working with design and creative agencies for marketing materials and communication campaigns, ensuring adherence to accessibility standards.



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 Vania Dimitrova](#), Joint Project Lead, Equality, Diversity and Inclusion (EDI) Hub+

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OR

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Additional information

Faculty and School Information

Further information is available on the research and teaching activities of the [Faculty of Engineering & Physical Sciences](#), and the [School of Computer Science](#).

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.



A diverse workforce

As an international research-intensive university, we welcome students and staff from all walks of life and from across the world. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Engineering and Physical Sciences we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian and ethnically diverse people; people who identify as LGBT+; and people with disabilities. Candidates will always be selected based on merit and ability.

The Faculty of Engineering and Physical Sciences are proud to have been awarded the Athena SWAN [Silver](#) Award from the Equality Challenge Unit, the national body that promotes equality in the higher education sector. Our [equality and inclusion webpage](#) provides more information.

Information for disabled candidates

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found under the 'Accessibility' heading on our [How to Apply](#) information page or by getting in touch by emailing HR via 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.

