Student Education Service  
Admissions and Recruitment  

Educational Engagement  

Education Outreach Intern  

Fixed term to 31\textsuperscript{st} July 2015  

This is a graduate internship open to those who have graduated from an undergraduate or postgraduate degree within the last two years  

The Education Outreach team work closely with schools and colleges to inspire students and raise aspirations towards higher education. The team works closely with hundreds of schools and colleges every year, providing generic and subject specific higher education outreach at all stages of the student journey, both on and off campus. We have a comprehensive and sustained programme of activity for prospective students and staff involved in supporting young learners with Higher Education progression.  

Working as part of the Education Outreach team, but also part of a wider team of staff across the University, you will represent the University of Leeds at Higher Education Conventions, schools and colleges to ensure that learners, teachers, careers advisers and parents understand the benefits of studying at the University of Leeds, our courses and the progression routes available.  

The internship combines co-ordinating and supporting Education Outreach activities (Higher Education Experience Days, Higher Education Conventions, presentations, workshops and teacher focused events) and contributing to the development of Leeds+. Leeds+ is our suite of resources and activities designed to promote retention and enhance the employability of widening participation students. This role would focus on creating and supporting transition activities/processes which will more effectively prepare students for Higher Education study.  

University Grade 3 (£15,765- £17,528 p.a.)  

Informal enquiries may be made to Rebecca Sykes, tel +44 (0)113 343 1816, email R.Sykes@leeds.ac.uk  

Closing Date: 10 October 2014  

Interviews are expected to be held on 24 October 2014  

Ref: SESAR1004  

Click here for further information about working at the University of Leeds www.leeds.ac.uk/info/20025/university_jobs
Job Description

Main duties and responsibilities

- Contributing to the development of activity that will align the expectations and skills of new and potential students to the reality of study at HE level. This is an area crucial to student retention and integration.
- Supporting the coordination of events on campus, including large scale events and contributing to well established and highly targeted recruitment/WP projects.
- Attending UCAS fairs to promote the University of Leeds.
- Delivering presentations/workshops at schools across the country on a variety of topics (including the benefits of HE, choosing a course, student finance, UCAS applications and interview skills).
- Supporting Higher Education Experience Days on campus.
- Day-to-day administrative support for team members
- Gaining a familiarity with the Educational Engagement’s Customer Relationship Management (CRM) system.

Career Expectations

The University of Leeds is committed to developing its staff. All staff participate in the Staff Review and Development scheme and we continue to work with individuals, supporting them to maximise their potential.

Progression to a higher grade is dependent on an individual taking on an increased level of responsibility. Vacancies that arise within the area or across the wider University are advertised on the HR website - http://jobs.leeds.ac.uk - to allow staff to apply for wider career development opportunities.

University Values

All staff are expected to operate in line with the University’s values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the University’s strategy and values is available at http://www.leeds.ac.uk/comms/strategy/.
Person Specification

Essential

- Graduated from an undergraduate or postgraduate degree within the last two years
- Evidence and experience of team working
- An ability to work independently, organising and prioritising own work
- Highly organised and motivated with excellent time-management skills
- Ability to work using own initiative to look for creative and innovative solutions to problems
- IT literate, with competency using the Microsoft Office suite of applications
- An ability to maintain confidential information and an awareness of data protection legislation
- Enthusiasm for and commitment to the role
- Excellent written communication skills including experience of producing well-structured succinct pieces of written work
- Experience of collating, analysing and interpreting data
- Excellent interpersonal and communication skills, including the ability to communicate effectively to people from different backgrounds, ages and levels
- Strong presentation skills with an ability to adapt to different audiences
- Attention to detail
- Able to work flexibly in line with the needs of the post and willingness to travel and undertake evening and weekend work when required

Desirable

- An understanding of the workings of HE recruitment and marketing
- An understanding of the Widening Participation agenda
- Familiarity with databases and an understanding of CRM systems
- An understanding of financial support available to higher education students
Additional Information

The University offers generous terms and conditions of employment, a wide range of benefits, services, facilities and family friendly policies. Full details are available on the Human Resources web pages accessible at www.leeds.ac.uk/hr.

The Partnership

The Partnership has been developed by students and staff and describes the mutual expectations of us all as members of the University of Leeds community. More information about the Partnership is available at http://partnership.leeds.ac.uk.

Disclosure and Barring Service checks

A Disclosure and Barring Service (DBS) Check is not required for this position. However, applicants who have unspent convictions, cautions, reprimands and warnings, including any pending criminal proceedings must indicate this in the ‘other personal details’ section of the application form and send details to the Recruitment Officer at disclosure@leeds.ac.uk.

Disabled Applicants

The post is located in Educational Engagement, Blenheim Terrace. Disabled applicants wishing to review access to the building are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email disclosure@leeds.ac.uk or tel +44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.

Further information for applicants with disabilities, impairments or health conditions is available in the applicant guidance.