Student Education Service
Educational Engagement

Student Host

Internal only: this job is open to current University of Leeds undergraduate or postgraduate students only

Fixed term with variable hours until December 2017

We are looking for enthusiastic, approachable and responsible students to support our work with young people, helping to deliver a range of activities, including higher education experience days, residential summer schools on campus, as well as workshops and presentations in schools and colleges.

Student Hosts are recruited and trained to work as part of a team, supporting the delivery of our programme of engagement. Educational Engagement works in partnership with teams across the University in promoting the University so that we recruit the brightest and best students irrespective of background. This involves working with students aged 11-19 on inspirational, fun and interactive activities to raise their aspirations and attainment.

Working in schools and colleges as well as on campus you will be assisting in the delivery of a variety of different events, introducing young people to higher education and providing them with the perfect opportunity to talk to current University of Leeds students like you. Events range from tours of the campus to presentations for entire year groups and residential activities. Student Hosts will be required to act as positive ambassadors for the University of Leeds and higher education. There may be opportunities to travel to schools and colleges across the UK.

You must be a current student (undergraduate or postgraduate) of the University of Leeds at the time of application, and have an interest in working with young people.

Our work schedule is driven by demand from the schools and colleges we work with and as a Student Host you will benefit from flexible working hours as we use a zero hours contract. In practice this means we are not obliged to provide you with work nor are you obliged to accept any work that is offered to you. Work opportunities are circulated to the cohort as they arise and places are allocated based on availability and suitability, meaning you can fit the work in around your studies and other commitments.

More details of the kind of activities Educational Engagement undertake can be found here: http://www.leeds.ac.uk/info/128010/teachers_and_advisors/249/what_we_do

Rate of pay: £8.11 per hour (University Grade 2 equivalent)
You will be engaged using “SS4” Worker terms and conditions
Informal enquiries may be made to Katie Ball, tel +44 (0)113 343 7671, email educationoutreach@leeds.ac.uk

Closing date: 23rd October 2016

Shortlisted candidates must attend one compulsory Group Interview on either
Thursday 10th November (09.30-11.30)
Friday 11th November (09.30-11.30)
Tuesday 15th November (12.30-2.30) or
Wednesday 16th November (9.30-11.30)

Shortlisted candidates must also attend an Individual Interview following their
Group Interview. This will last for 30 minutes
between 13.30-16.30 on Thursday 10th November
between 13.00-16.00 on Friday 11th November
between 16.30-19.30 on Tuesday 15th November
between 13.30-16.30 on Wednesday 16th November

Appointees will also be required to attend compulsory Training Session 1 on either
Wednesday 23rd November (09:00-13.00)
Wednesday 23rd November (14.00-18.00) or
Thursday 24th November (17.00-21.00)

As well as compulsory Training Session 2 on either
Tuesday 29th November (09.00-13.00)
Tuesday 29th November (14.00-18.00) or
Wednesday 30th November (17.00-21.00)

The dates will be offered on a first come first served basis via an online scheduler, training will be paid.
In addition, successful applicants will be provided with both compulsory and optional training throughout the year.
Job Description

Responsible to: Student Education Service Manager (Educational Engagement)
Reports to: Senior Education Outreach Officer

Main duties and responsibilities

- Chaperoning students and their teachers on visits to the university
- Delivering tours of the campus for students and their teachers
- Working in groups with young people exploring all aspects of higher education
- Office based work and administration
- Supporting on campus residential events, including summer schools
- Attending events and delivering presentations in school and on campus about various aspects of student life
- Supporting the delivery and evaluation of activities
- Maintaining appropriate behaviour of visiting school groups with support from University or school/college staff
- Assisting in the preparation of resources and setting up of events

All school/college activities are bespoke and therefore the exact duties required are very wide reaching. The list above is by no means comprehensive and is designed to give you an idea of the various tasks you may be asked to undertake.

Successful applicants will be eligible for selection to work on Summer Schools.

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

- A current student (undergraduate or postgraduate) of the University of Leeds at the time of application
- Excellent communication and interpersonal skills
- A reliable, punctual, responsible and well organised person
- An interest in working with young people, with the potential to engage, motivate and inspire them
- Understanding of the issues and challenges young people may encounter at school and when progressing to Higher Education
- Ability to work effectively in teams
- Ability to work independently with minimal supervision when necessary
- Ability to follow written and verbal instructions

Desirable

- Demonstrated leadership skills
- Strong presentation skills
- Flexibility to work at events held in the evening or at weekends
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

Criminal Record Checks

This post falls under the remit of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. As such, all applicants are required to declare any convictions, cautions, reprimands and warnings, including any pending criminal proceedings and those which would otherwise be considered 'spent' under the 1974 Act. However, amendments to the Exceptions Order 1975 (2013) provide that certain 'spent' convictions and cautions are now 'protected' and are not subject to disclosure, and cannot be taken into account by employers. Guidance and criteria on the ‘protection’ and ‘filtering’ of offences can be found on the Disclosure and Barring Service website https://www.gov.uk/government/organisations/disclosure-and-barring-service and at http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf

Declarations of any such information as described above, should be made in the ‘other personal details’ section of the application form and details sent to the Recruitment Officer at disclosure@leeds.ac.uk.

Criminal record information will be held securely by the University and in accordance with the Data Protection Act and the University’s Data Protection policy, available at http://www.leeds.ac.uk/secretariat/data_protection_code_of_practice.html

Enhanced Disclosure and a check of the relevant barred list/s from the Disclosure and Barring Service (DBS) is also required for this position. The successful applicant will be required to give consent for the University to check their criminal record status through independent verification (from the DBS) and from any equivalent overseas authorities where relevant.

Any offer of appointment will be subject to the University being satisfied with the outcome of these checks, in accordance with our policy, a copy of which is available at http://hr.leeds.ac.uk/criminal_records

Disabled Applicants

The post is located at 18 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.

Please note that you will be notified of the progress of your application by automatic e-mails from our e-recruitment system. Please check your spam/junk mail regularly to ensure that you receive all e-mails.