

# UCL East Community Engagement and Public Art Assistant

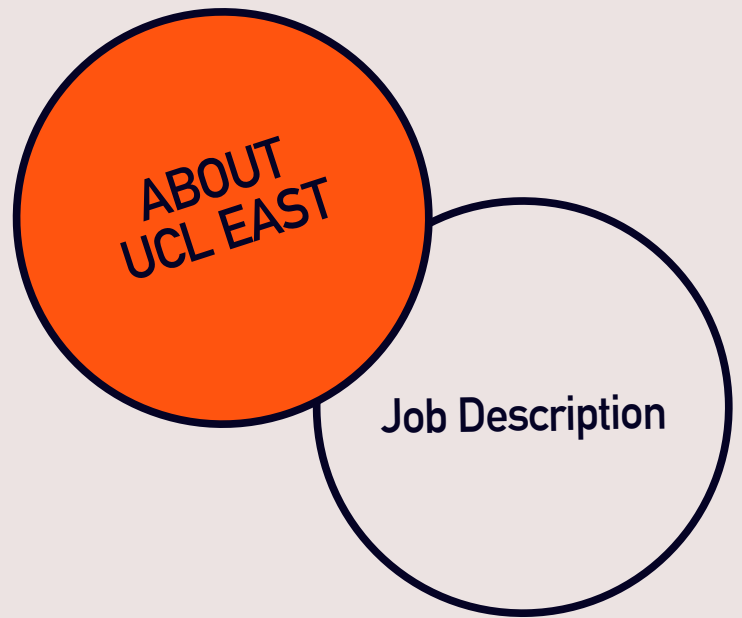
Location of role:  
Stratford/Kings  
Cross

Placement hours:  
36.5

Working pattern:  
F/T Mon-Fri, 10am -  
4pm (Core Hours)

Placement length:  
12 months

Salary: £25,800



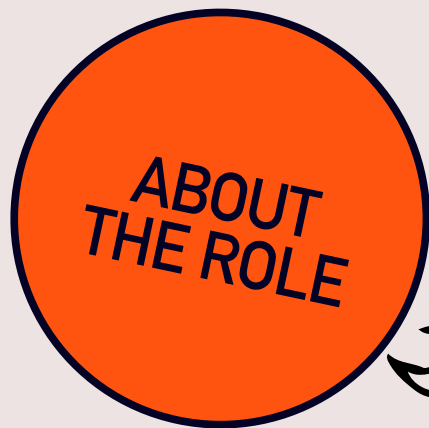
UCL is a radically different university. Founded in 1826 in the heart of London, we were the first university in England to welcome students of any religion and the first to welcome women on equal terms with men. Today UCL has over 40,000 students and 13,000 staff and is one of the world's top 10 universities.

Our new UCL East campus opened in 2023 and brings together nine UCL Faculties and multiple departments to work together on brand new interdisciplinary research and degree programmes in cutting-edge new schools and centres. The campus is on Queen Elizabeth Olympic Park in Stratford in east London, and this role will be based there.

UCL East wants to be embedded in the local, east London community, and has been working for 10 years to build relationships and collaborations here.

[www.ucl.ac.uk/ucl-east](http://www.ucl.ac.uk/ucl-east)





Within this role, you will gain an opportunity to develop event and exhibitions planning and delivery, communication and design skills as you join the Cultural and Community Engagement team at UCL East.

You will learn more deeply about the role of public art and community engagement with an experienced and dynamic team in east London, alongside supporting the design and delivery of community engagement, public art and cultural programmes in east London.

## TASKS AND RESPONSIBILITIES

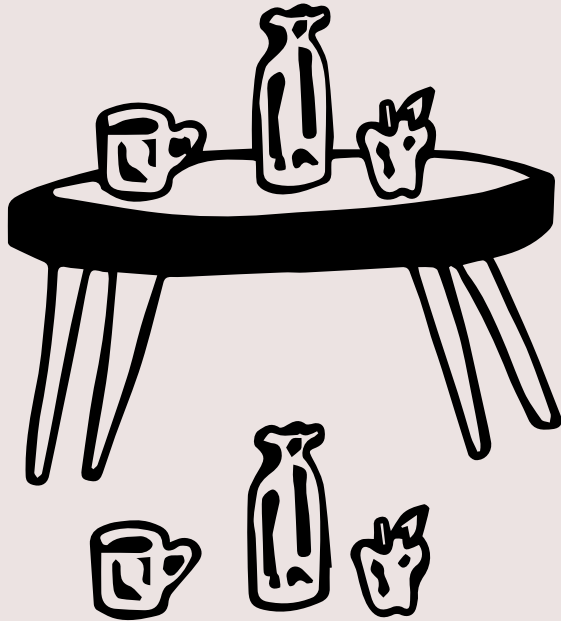
- Gather content for regular newsletters to share latest community engagement and public art news, supported by the community engagement manager.
- Support the community engagement team, to gather monitoring and evaluation reports and turn this into engaging case studies which share the story of what UCL is doing in east London.
- Support the creation and development of Social Media Content: including website, Twitter, and YouTube (where appropriate).
- Exhibition Planning: support the Head of Public Art and associated staff to plan exhibitions which showcase partnership work of UCL and local communities.
- Exhibition programming: work with the Head of Public Art and associated exhibitions staff to schedule, design and hang various exhibitions. Be part of a project team, to prioritise, schedule workloads and plan deadlines.
- Planning and delivery of programmes: support the delivery of various programmes which connect

UCL researchers with east London communities including funding schemes and networking events. Among other things this will include: arranging venue hire and catering, liaising with participants and note-taking and supporting follow up activities.

- Delivery of events and Public Programmes: support the planning and creation of public programming activity around UCL East.
- Assisting the team to create good links with various local community groups: through marketing, attending events and meeting key local community professionals.
- Support will be given to achieve these goals.

## SKILLS AND EXPERIENCE

- Some working knowledge of Microsoft Office applications, including Word, Excel and Outlook or similar software applications.
- Excellent team working skills and the ability to work effectively as part of a multi-disciplinary team.
- Ability to plan, prioritise and manage a demanding and varied workload and communicate effectively with the team.
- Good communication skills, both spoken and written and ability to work with a diverse range of audiences.
- Good interpersonal skills, and ability to develop good working relationships with a range of colleagues and external partners.
- Demonstrable enthusiasm and aptitude for a role in cultural engagement.
- Good understanding of east London and the communities that work and live there.
- Ability to work creatively and innovatively to support delivery of engagement activities.
- Experience of volunteer roles within cultural or voluntary sector organisations.

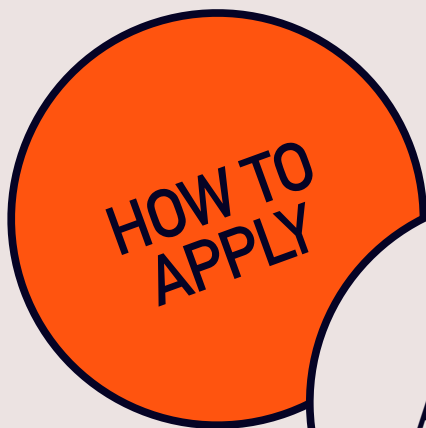


STEP is a training programme for young East Londoners local to the Olympic Park, who are ready to bring ideas, creative energy and perspectives to the creative and cultural sector.

## YOU MUST BE

- Aged 18 to 30
- Resident of Hackney, Newham, Tower Hamlets and Waltham Forest and have attended school or college in these boroughs

Through STEP, you'll get paid London Living Wage over a 12-month training programme to develop a range of skills and creative approaches and build on your network across different organisations or departments. You'll complete a work-based placement, grow as part of a peer network, take part in regular professional development workshops, and get a budget to produce a collaborative project. We'll also connect you with a specialist industry mentor, provide careers coaching and continue to offer support as part of our community after the programme.



Complete our STEP application form by 10am on Friday 19 July 2024.

You can upload video or audio responses.

## FOR MORE INFORMATION

If you require information in an alternative format, or want to speak to us about any access requirements, please contact us at [goodgrowthhub@anewdirection.org.uk](mailto:goodgrowthhub@anewdirection.org.uk)

Go to the Good Growth Hub website to find out more here about the STEP programme, book in to attend one of our information sessions, hear from STEP alumni and read out application guide for some expert tips.

<https://goodgrowthhub.org.uk/what-we-do/programmes/step-11>