

# UCL East Schools Engagement Assistant

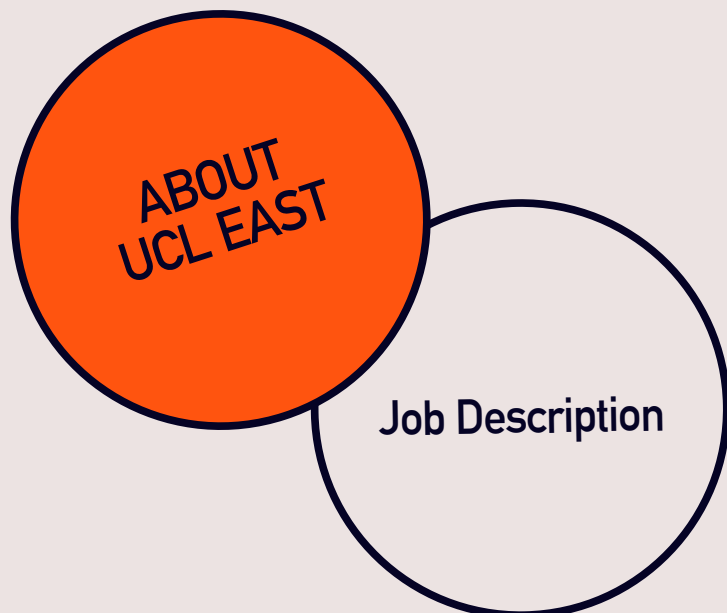
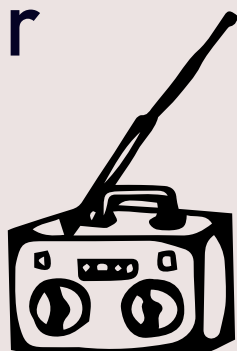
Location of role:  
London, Hybrid

Placement hours:  
36.5

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

Placement length:  
12 months

Salary:  
£13.95/hour



In our single biggest development since we were founded, UCL expanded to east London. Located on the Queen Elizabeth Olympic Park, UCL East is dedicated to disruptive thinking and discovery across disciplines, to find solutions to the biggest challenges for future living. Located in Newham, one of the most socially diverse parts of the UK, we want our staff recruitment to reflect this.

The UCL East Schools Engagement team is part of the Access and Widening Participation Office which leads on the development and implementation of UCL's strategies to widen access to UCL from underrepresented groups. The team work on this through a schools partnership programme with east London schools, and through supporting UCL East academic programmes to meet their access goals.

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





As the Schools Engagement Assistant at UCL East you will be working on all aspects of schools engagement. It's a very varied role where you could be helping deliver a workshop in a school, writing a blog, collating feedback, preparing workshop materials, promoting to teachers, working on careers talks, and events on the Queen Elizabeth Olympic Park.

You will be working with people in the university from a range of fascinating subjects, from art and archaeology to engineering and computer science, helping them find the best ways to communicate with local young people.

## TASKS AND RESPONSIBILITIES

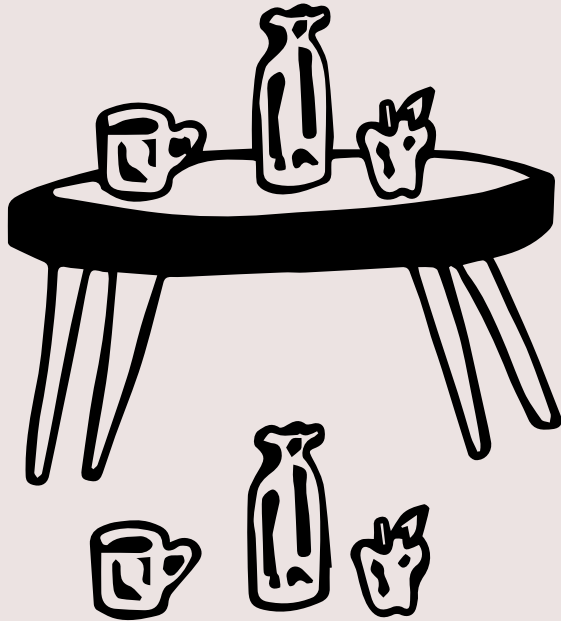
- Planning and delivery of schools programmes, gaining an understanding of the steps and actions needed to deliver a range of events, in schools, on UCL campuses, and sometimes in UCL's museums. This includes: generating ideas, preparing resources and materials.
- Developing object-based learning activities and interacting with school students in schools and in the museums.
- Liaising with teachers to promote programmes and to recruit eligible participants.
- Event planning e.g. arranging venues and catering
- Developing and delivering presentations about higher education and UCL to school communities.
- Supporting the creation and development of online content including website, Instagram, X (Twitter), and learning how to produce it.
- Gathering feedback and turning this information into engaging case studies, sharing the story of what UCL is doing in east London.
- Supporting colleagues with the delivery of other

Access and Widening Participation programmes, resulting in a broad understanding of the role of Widening Participation and the skills to work with a variety of stakeholders.

- Prioritising tasks and effective communication with line manager regarding work in progress.
- Supporting communications in the team by responding to general enquiries from prospective students, parents and teachers and liaising with academic and administrative departments to ensure the smooth delivery of events.
- Supporting administration in the team .
- Keeping accurate, up-to-date records of schools and programme participants.
- Keeping accurate, up-to-date financial records
- Monitoring shared inboxes and ensuring enquiries are passed on to the right team.
- Developing a strong awareness of child protection and safeguarding procedures.

## SKILLS AND EXPERIENCE

- Demonstratable interest and familiarity in the Arts and Cultural Sector.
- Experience of administrative processes and/or training relevant to administrative role.
- Experience of working with Microsoft applications such as Word, Excel and Outlook.
- Ability to pay meticulous attention to detail and maintain accuracy whilst handling a varied workload
- Good communication and interpersonal skills
- Ability to work calmly under pressure
- Experience and confidence in dealing with people from a variety of backgrounds
- An understanding of the needs of artists and artistic companies.

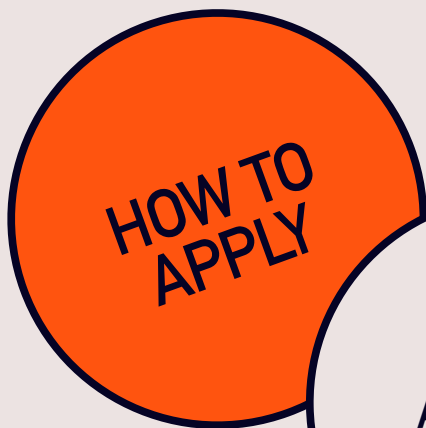


STEP is a training programme for young East Londoners local to the Olympic Park, who are ready to bring ideas, creative energy and perspectives to the creative and cultural sector.

## 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>