



**A NEW
DIRECTION**
We create opportunity

**GOOD
GROWTH
HUB**

UCL 200

STEP

UCL East Schools Engagement Assistant

Location of role: Hybrid: an average of 20-40% at UCL East campus on the Queen Elizabeth Olympic Park / schools in east London, 20% at UCL offices in Bloomsbury, 40%-60 working from home

Placement hours: 36.5 per week

Working pattern: Monday – Friday core hours 10a.m. - 4p.m., flexible around this to total 36.5 hours. Some evening and weekend working will be required for which time off in lieu will be given.

Placement length: 12 months

Salary: Grade 3, spine point 8: £14.85 ph (£28,185)

About

In our single biggest development since we were founded, University College London 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 academic programmes to meet their access goals.

The Schools Engagement team work closely with schools to match them with activities from departments all over UCL. The team devise and run activities in schools, as well as events for school-age young people on our campus. The team also work with the other organisations at [East Bank](#), such as London College of Fashion and the V&A museum, on activity programmes. There is a [Saturday club](#) for teenagers in writing and talking, and an annual exhibition of children's work at UCL East.

About the role

Join a team of seven 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'll 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.

Details

- 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 learning activities
 - 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, 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 needed to work with a variety of stakeholders.
- Personal work planning: prioritising tasks and effective communication with line manager regarding work in progress.
- Supporting communications in the team
 - Responding to general enquiries from prospective students, parents and teachers
 - Liaising with academic and administrative departments to ensure the smooth delivery of events
- Supporting administration in the team
 - Following processes for office tasks such as tasks before and after events
 - 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.
- Undertake all work in line with UCL policies, procedures and regulations and to ensure at all times the promotion of equality of opportunity and non-discrimination, in accordance with UCL's Equal Opportunities policies.
- Maintain an awareness and observation of Fire and Health & Safety Regulations.
- Any other duties in line with the grade and purpose of the post.

Special working conditions

- The team is part of [UCL Student and Registry Services \(SRS\)](#) where all staff are expected to help with major events e.g. enrolment, A-level publication. Staff may be subject to the following, as determined by the Head of Department: restrictions on taking annual leave during the main enrolment period of each academic year, on A-level results day, and/or at times of high workload.
- The UCL East Schools Engagement team delivers events on Saturdays and in the evenings, so some weekend and evening work is required. Occasional overnight work may be required. Time off in lieu will be given.

Other Duties

- SRS staff may, subject to the agreement of their line manager, be called upon to assist with additional duties relating to Health and Safety, or other roles deriving from other UCL strategies, policies or initiatives.

- The precise duties to be undertaken will be agreed between the staff member and their line manager.
- All post holders have a responsibility to carry out their duties in a resource efficient way and actively support UCL’s Sustainability Strategy, policies and objectives within the remit of their role.

Work is directed by the Senior Schools Engagement Officers and UCL East Schools Engagement Manager.

Skills and experience

Qualifications, experience, knowledge

Qualifications commensurate with education to GCSE level or equivalent, including proficiency in English and mathematics.

An understanding of east London, and the communities that live and work there

Experience of volunteer roles within schools, cultural or voluntary sector organisations (desirable)

Experience of data entry (desirable)

Experience of web content management and the use of social media (desirable)

Skills and abilities

Enthusiasm for promoting education opportunities to young east Londoners

Ability to work creatively and innovatively to support the delivery of schools activities

Ability to plan, prioritise and manage a demanding and varied workload

Good communication skills, both written and spoken

A good level of numeracy

Excellent IT skills including a working knowledge of MS Office applications, and including email, spreadsheets and Word documents

Good interpersonal skills and ability to develop good working relationships with colleagues and external partners, and the ability to work with a diverse range of people

The ability to pay close attention to detail

A commitment to high quality service delivery

UCL Ways of Working for professional services*

Making sure you are clear on how to prioritise your work

Communicating effectively with your team and those around you

Performing your duties in a punctual and timely way

*The Ways of Working listed here are the Ways of Working used at the application and interview stage of selection. For a full list of the Ways of Working that apply to this post see <https://www.ucl.ac.uk/human-resources/policies-advice/ways-working/grade-1-4>

About STEP

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. 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.

How to apply

Complete our STEP application form by 5pm on Sunday 12 July. You can upload video or audio responses. [STEP application form](#)

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

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>