

Job Title:	UK Student Recruitment and Widening Access Assistant (Graduate Internship)
Grade:	3
Salary:	£23,924 to £24,590 per annum, pro-rata if part-time
Department:	Future Students Office
Hours/Contract:	Full, time or job share, fixed term contract till 02 August 2027
Job Family:	Management and Administration
Reference:	13248

Role Overview

This graduate internship role will support the UK Student Recruitment and Widening Access Team by representing the University of Leicester at events on and off campus with targeted schools and colleges across the country. This role will support the university's recruitment and widening access objectives by providing authentic, positive and credible peer-to-peer insight and acting as a role model for potential students. This role will have the opportunity to work on a variety of events and activity and engage with a wide range of internal and external stakeholders. This role will require significant travel and occasional non-standard office hours. All travel and expenses will be covered by the University and TOIL can be claimed on hours over the contracted working week. This role will provide a unique insight into education in the UK and an opportunity to inspire the next generation of University of Leicester students.

Role Purpose:

- Contribute to the delivery of activities that inspire young people aged from primary age to 18 about the benefits of Higher Education.
- Travel locally and nationally to support presentations, campus events and wider engagement activity.
- Share personal experiences as a University of Leicester student and confidently delivering student life talks to inspire potential future students.
- Assist with the organisation of visits and events including room bookings, liaising with key internal and external contacts and supporting resource development of activity.
- Contribute to digital engagement through social media platforms and acting as a student voice representative; undertaking data inputting and analysis tasks.





Main Duties and Responsibilities

- Extensive travel in the UK, with the expectation of 150+ events attended per academic year representing Leicester at exhibitions, visiting schools and colleges as well as key partners and educational representatives across the institutions key recruitment regions to present a positive image of the university.
- Regular reporting of recruitment and widening access activity, ensuring accurate and timely updates on student feedback and insight.
- Delivering successful, time and cost-effective recruitment trips ensuring key objectives and individual targets are met.
- Prepare and deliver presentations to prospective students, teachers and parents about a wide range of issues related to Higher Education, including applying, student finance, student life, careers, etc.
- Provide prospective students and their advisers with advice on the university admissions procedure (and admissions to the University of Leicester), and on student finance.
- Assist with and support the delivery of Open Days, Offer Holder Days and off campus or digital subject specific taster events – key events in the University’s recruitment calendar.
- Contribute to the preparation of marketing materials for prospective students, including the development of communication plans, copywriting and proof-reading.

Internal and External Relationships

- Teachers and Advisers in Schools and Colleges during external and on campus events
- Students, parents and carers: responsible for providing advice to prospective students and their parents on a wide range of issues relating to HE.
- External Relations: the post-holder will need to work closely with Divisional colleagues to maximise the quality, effectiveness and consistency of all undergraduate communications activity.
- Academic departments: collaboration with academic and support staff in academic Schools to facilitate the effective delivery of central and subject specific recruitment strategies and events.
- Professional Services: working alongside key staff in other corporate services (eg. Estates and Campus Services, Registry, Finance), to ensure effective delivery of a wide range of activities and events.

Planning and Organising





The role requires high levels of planning, organisation and self-motivation:

Large scale events are scheduled up to a year in advance, to fit around school calendars, the University calendar and the recruitment cycle.

Smaller events need to fit within the cycle, and priority given to target schools and colleges.

Timing of school, enquirer and applicant communications is key, and planning ahead with an awareness of the distinct peaks and troughs of activity is critical.

Within these parameters, the post holder will need to:

Plan and organise own workload to ensure that requirements are met for multiple projects, recruitment and widening access, activity, effective diary management and administrative responsibilities.

Qualifications, Knowledge and Experience

Essential

- University of Leicester student graduated within last two years.*
- Experience of working with young people.*
- Experience of working on a range of events and activity.*
- Cultural awareness and sensitivity

Desirable

- Knowledge of the UK Higher Education system with a understanding of current policies and practices in relation to university and student funding, the Widening Participation agenda, and the role of marketing in Higher Education*
- Previously held an ambassadorial role within the University of Leicester
- Marketing experience.

Skills, Abilities and Competencies

Essential

- Excellent verbal and written communications skills with some experience of public speaking.*
- Must be able to work interactively with young people in a classroom environment.*
- Strong interpersonal skills at all levels including the ability to engage with young people, parents, teachers, advisers as well as academic and support colleagues in the University.*





- Ability to manage a complex and varied workload, to work under pressure and to tight deadlines, and to work on own initiative.*
- Ability to write reports, correspondence and other documentation.*
- Excellent IT and word processing skills, including MS Office Word, Excel and Outlook.*

Desirable

- Full driving licence.

****Criteria to be used in shortlisting candidates for interview***

Criminal Declaration and Disclosure and Barring Service (DBS).

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

This post is exempt from the Rehabilitation of Offenders Act 1974 because the appointee will have substantial access to young people and/or vulnerable adults. Therefore, an appointment to this post will be subject to checking through the Disclosure and Barring Service (DBS). The successful applicant for this post will, therefore, be required to give consent for the University to check and obtain appropriate clearance with the DBS for the existence and content of any criminal record in the form of an Enhanced Disclosure.

Information received from the DBS and the police will be kept in strict confidence and will be destroyed once the University is satisfied in this regard.

Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equality and Diversity





We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

