



Job Title: Recruitment & Community Involvement Assistant (EXCEED Study)

Grade: 4

Salary: £25,249-£26,707 per annum

Department: Public Health and Epidemiology

Hours/Contract: Full time or part-time, or secondment will also be considered. Fixed Term to 31st March 2028

Job Family: Management & Administration

Reference: 13365

Role Purpose

To broaden and deepen links between the EXCEED study and local community involvement networks and groups, working with the EXCEED team and community members to develop plans for future recruitment from ethnically diverse communities within Leicester, Leicestershire and Rutland.

The role holder will be a strong all-round communicator able to support a wide range of communications and engagement activities enthusiastically; from social media content creation and campaigns to events, internal communications, media relations and patient engagement.

Your role will focus on these key areas:

Good news – Assist with the sourcing and drafting of good news stories (including imagery) from the EXCEED study, ensuring that achievements, grants, scientific outputs and excellence receive internal and external publicity.

Campaigns – Contribute creatively to and coordinate recruitment campaigns to ensure they reach and resonate with the right people.

Contacts – Develop strong relationships both internally and externally.

Evaluation – Assist with the measurement engagement with our work to help to contribute to future strategies, and support internal reporting.

Administration – Carrying out regular administrative tasks to ensure our work is coordinated, timely and effective and reporting is accurate.

Main Duties and Responsibilities

- Working closely with the EXCEED team and relevant partner organisations, providing support to deliver a programme of engagement with organisations, groups and individuals to discuss the purpose, aims and ambitions of the EXCEED study.
- Support Community Recruitment events and activities within the wider team as required.
- Maintain an engagement database including contacts, venues, community groups and media options.
- Working with the EXCEED administrative and management team to coordinate the development of study materials, in particular promotional resources for use across various digital and print media.





- Help to implement the study’s social media strategy and visibility by assisting with networking and engaging with community members, groups and professional communities. To monitor digital channels and respond to interactions.
- Establish relationships with other studies (e.g. longitudinal population studies) and research projects at the University of Leicester, and other institutions, to explore barriers to recruiting participants from ethnically diverse communities, and to utilise these lessons in the planning for future recruitment.
- Work with the wider study team to engage, recruit and train ‘community champions’ to raise the profile of the study and establish an ongoing relationship between the study team, local community groups, networks and volunteers.

Internal and External Relationships

- Daily contact and reporting with colleagues in the EXCEED Team.
- Daily contact with other administrative members of staff.
- Regular contact with external bodies, agencies, community coordinators.
Working closely with the wider communications and external relations team to maximise opportunities for collaborative communication and cross-promotion.

Planning and Organising

- Planning and organising own workload in order to ensure time is used effectively, keeping to deadlines and planning weeks in advance.
- Organise and schedule own appointments and meetings.
- Help develop communication plans and reports.

Qualifications, Knowledge and Experience

Essential

- Experience of creating digital content for social media and print media.*
- Experience of communicating with a diverse range of audiences and confident using current social media platforms including LinkedIn, Facebook, BlueSky, X, and YouTube.*

Desirable

- Familiarity with databases, an understanding of Data Protection and confidentiality issues.
- Experience of regularly reviewing analytics data to achieve targets.*
- Experience of writing and assembling news stories/case studies, including interviewing the subject.
- Some experience of working with multi-ethnic communities, community volunteers, community groups and networks in Leicester, Leicestershire and the wider Midlands.*
- Educated to at least GCSE grade/level C or equivalent level of practical experience.

Skills, Abilities and Competencies

Essential





- Excellent content writing skills, with the ability to adapt tone of voice to different channels and audiences.*
- Effective oral and written skills in order to communicate effectively with staff, participants and research professionals.*
- Excellent IT skills, and proficient in using MS Office packages, including Outlook, Word, and Excel with a willingness to learn new skills.
- Experience using design tools such as Canva, InDesign and Adobe Illustrator or Photoshop.
- Excellent organisational skills, good interpersonal skills, patience and ability to work on several task simultaneously.
- Ability to focus on specific tasks and ensure accuracy through attention to detail.
- Able to deal with facts /data /information/ situations requiring analysis, interpretation/ comparison of a range of options/data.

Desirable

- Appreciation of relevant local and national policy and standards for community involvement work and familiarity and experience of hosting public involvement events and meetings, particularly with underserved groups and communities.
- A flexible approach to deal with changing priorities and urgent tasks.
- Demonstrate the ability to work in team setting.
- Effective time management skills.

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

Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

Criminal Declaration

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.

Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

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

Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

Equity and Diversity

We believe that equity, 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.

