

Training Profile

Training Position	Student Recruitment Events Trainee
Training Allowance/ Bursary	£ 15000 per annum, exempt from tax and NI deductions
Period of Training	12 months, subject to periodic reviews
Hours/Days Required	37 hours 5 days per week
Placement Organisation	Leeds Trinity University – Horsforth Leeds
Responsible to	Line manager & PATH Project Manager
How to Apply	Complete a PATH Traineeship Application Form available from the Vacancies Page of our website, www.pathyorkshire.co.uk and email to betterfutures@pathyorkshire.co.uk before closing date and time.
Closing Date	Friday 3rd December 2021, 4pm

About the Placement Organisation

A small university with a big reputation. Leeds Trinity University are proud to offer a personal and inclusive university experience that gives every student the support to realise their potential. Our students say it, our alumni say it and our staff say it – you really are a name, not a number, at Leeds Trinity University. Located on a beautiful campus six miles from Leeds – one of the UK's best student cities – we've been providing outstanding, student-centred higher education for more than 50 years.

Purpose of the Placement

To help raise the profile of Leeds Trinity and achieve its student recruitment and outreach targets. The postholder will support the Student Recruitment and Outreach Team supporting a range of activities, which may cover the delivery of recruitment events on-campus, off-campus and virtually. The postholder will be expected to work flexibly and as necessary for the performance of the duties of the post, including evening and weekend work as required.

Work Skills Development

To work with the Senior Student Recruitment Officer to organise and deliver student recruitment events on-campus, off-campus and virtually.

Undertake administrative tasks involved in setting up and organising student recruitment events (such as preparing registration lists, event signage and producing name badges), in addition to post-event administration (such as confirming attendance numbers and collating feedback).

Undertake administrative tasks involved in organising the attendance at the annual UCAS Fairs including booking hotels, booking hire cars and creating briefing documents.

To support with the delivery of key schools and colleges liaison activities including Subject Focus Days, HE Visit days etc.

To provide excellent customer service and accurate information about the University, directing visitors and giving them relevant knowledge of Leeds Trinity University and its facilities.

To demonstrate a willingness to learn about and engage with the student recruitment process and the needs of students of different ages and backgrounds.

To attend and provide support at Student Recruitment events on campus.

To ensure the use of data complies with current regulations, particularly those relating to GDPR.

To apply the University's Equality, Diversity and Inclusion Policy in the postholder's area of responsibility and in their general conduct.

To comply with current health and safety requirements, work with relevant University policies and participate fully in the annual staff review scheme.

To carry out any other duties, commensurate with the role, as directed by the Head of Student Recruitment or designate.

Personal Development

- **Further training** and experiences may be gained as appropriate.
- Gain **Job Search** skills and Employability skills: training will be made available and trainees are expected to attend.

SELECTION CRITERIA

The ESSENTIAL CRITERIA are those criteria that you must meet in order for you to be considered or given a chance for an interview.

The DESIRABLE CRITERIA are not necessary for you to meet but if you indeed do so, they can be considered an advantage that you have over other applicants who also met the essential criteria.

IMPORTANT: Use these selection criteria to guide your answers in the COMPETENCY STATEMENT section of the PATH Traineeship Application Form.

QUALIFICATIONS & ATTAINMENTS	Essential Criteria	Desirable Criteria	Method of Assessment
GCSE Maths and English or equivalent	✓		Application
SKILLS & COMPETENCIES	Essential Criteria	Desirable Criteria	Method of Assessment
Excellent personal organisational skills	✓		Application
Working knowledge of Microsoft Office Word, Excel, and PowerPoint	✓		Application
Knowledge of event administration.	✓		Application
Knowledge of event planning and delivery	✓		Interview
Willing to learn how to use online platforms and appear on live webinars.	✓		Interview
Experience of delivering presentations to a diverse audience.		✓	Application & Interview
Knowledge of Leeds and the surrounding areas.		✓	Application

Experience of marketing communications		✓	Application & Interview
Sensitivity and flexibility in working with a diverse range of client groups; awareness of their needs		✓	Application
Experience of event administration.		✓	Application
Experience of event planning and delivery		✓	Interview
Ability and willingness to travel and stay overnight during the week when necessary		✓	Application
VALUES, BEHAVIOURS & KEY COMPETENCIES	Essential Criteria	Desirable Criteria	Method of Assessment
Well-developed interpersonal and communication skills.	✓		Application & Interview
Highly motivated with the ability to show initiative and creativity	✓		Interview
Commitment to delivering professionalism at all times.	✓		Interview
Must be prepared to work evenings and weekends as required by the role		✓	Application

Disclaimer

- Training Allowance is exempt from Tax and National Insurance.
- PATH Better Futures Traineeship is a work-based training/placement and not considered as employment.
- No job guarantees at the end of the placement period.

RISK ASSESSMENT OF THE TRAINING POSITION

A. CLIENT GROUPS, the trainee will work with

General Public

Factory Work

Other Agencies

Children

People with learning difficulties

Clients in their own home resident or hostel

B. PHYSICAL CONDITIONS:

1. Work is conducted in the main

Indoors

Outdoors

Sitting

Standing

Walking

Office Accommodation

2. The training will involve

Lone Working

Working out on the Estate

Working underground

Climbing

Working on the Counter

Working in Void Properties

Bending

Manual Handling tasks

Working in confined spaces

Stretching

Working at Heights

Contact with discarded needles

Driving

Potentially working in a smoking environment

Cash Handling

Use of Display Screen Equipment

C. CONTROLS TO MINIMISE HAZARDS

The following specialist equipment will be provided for the traineeship.

Personal Protective Equipment n/a

Protective Clothing n/a

Type of Vehicle (other than car) n/a

Other equipment used n/a

To control the hazards identified by this assessment, we are committed to providing Induction Health & Safety training plus further detailed training as appropriate to the post.

We want all our trainees to work in safe and healthy conditions. In accordance with health and safety legislation – all trainees have a duty to act responsibly and to do everything they can to prevent injury and ill health to themselves, work colleagues and others.