

University of London

Job Specification

Job Title: Public Engagement Officer

Department: School of Advanced Study

Section: SAS Public Engagement

Level: L06

Job Purpose:	To manage and deliver operational aspects of the School of Advanced Study's public engagement programme. The School's public engagement programme primarily comprises Being Human Festival, the UK's national festival of humanities research which has been running since 2014, and the Centre for Public Engagement Practice in Arts and Humanities. The team also supports public engagement work developed by colleagues across the School's Institutes, which have specific areas of focus. This role will have a primary focus on Being Human Festival, but will also provide support for the Centre for Public Engagement Practice in Arts and Humanities and other areas of work where required.
Job Content:	

General

1. Lead work programmes relating to aspects of SAS public engagement strategy, as delegated by the Public Engagement Programmes Manager
2. Conceive, develop and implement activities to support public engagement in humanities scholarship and cognate areas, both through Being Human Festival and the Centre
3. Work proactively and independently to shape the work programme, collaborating with other members of the PE team and consulting with relevant internal and external stakeholders to ensure activities are well targeted, effectively delivered and high-quality
4. Work collaboratively with the school's Institutes in engaging the public with their disciplines.
5. Actively collaborate with other teams in the school where workstreams intersect (for example, in relation to knowledge exchange projects and activities, promotion of humanities work)

Events and Programme

6. Lead on Being Human launch event planning and delivery, in collaboration with colleagues
7. Actively lead on aspects of the development of an exciting, creative and innovative engagement programme
8. Actively contribute to the development of Being Human Festival application and review processes, including developing application documents and reviewing submitted applications
9. Support event organisers across the UK taking part in Being Human Festival, through tailored engagement advice and training
10. Programme events relating to Being Human Festival and SAS Public Engagement, in collaboration with colleagues
11. Work collaboratively across the team on processes, planning and delivery.
12. Work with the team to develop, and advise on, evaluation processes for Being Human Festival
13. Be a main point of contact for stakeholder groups as designated by the line manager
14. Advise festival stakeholders on the application of relevant procedures and good practice
15. Work collaboratively with the Public Engagement team to contribute to the development of all Centre workstreams

Communications, Marketing, Digital

16. Work with the Public Engagement team on aspects of external communications for Being Human Festival, including, but not limited to: filming and photography for Being Human Festival events; supporting Being Human Festival promotions, including advertising, web listings, branding, design, print and merchandise
17. Produce content for external communications, including newsletters and social media; produce digital content relating to Being Human Festival, in collaboration with colleagues
18. Work collaboratively to ensure public engagement projects and resources are visible internally
19. Contribute to the process for uploading of all festival events for Being Human Festival, working closely with the Public Engagement team
20. Editing web copy for Being Human Festival events

Training

21. Lead on the development, planning and delivery of Being Human and SAS public engagement training programme, in collaboration with colleagues
 22. Develop case studies and toolkits relating to best practice public engagement
 23. Work with Being Human Festival organisers and colleagues across SAS to provide guidance and advice relating to best practice public engagement
 24. Work collaboratively with the Public Engagement team on the development, planning and delivery of the Centre training programme
-

Administration

- 25. Respond to enquiries from shared inboxes
- 26. Liaise with internal and external stakeholders to manage and resolve tasks and issues
- 27. Support financial administration within key areas where the postholder has responsibility
- 28. Support communications-related administration within key areas where the postholder has responsibility

Other

- 29. The role will require occasional work on evenings and weekends
- 30. To make themselves aware of and follow all applicable University policies.
- 31. Maintain an awareness and observation of fire and health and safety regulations
- 32. Follow and develop best practice relating to Equality, Diversity and Inclusion
- 33. Process all data in accordance with UK GDPR
- 34. Any other duties consistent with both the grade and scope of the post
- 35. Any other duties reasonably required of the postholder by the reporting manager

Reports to:	Public Engagement Programmes Manager
Responsible for:	N/A
Additional demands of the role:	

Person Specification

EXPERIENCE & PERSONAL QUALITIES

Essential:

- An understanding of public engagement in a higher education context, with experience in planning and delivering public engagement initiatives
- Good understanding of best practice public engagement
- Experience of a higher education environment and/or cultural organisation
- Experience of planning and delivering activities for a wide range of audiences
- Proven organisational and time management skills, including the ability to work to deadlines and manage competing priorities
- Close attention to detail
- Experience of developing effective relationships with stakeholders
- A collaborative team player with a can-do attitude
- A flexible approach and willingness to work outside normal hours when required

Desirable:

- An ability to identify potential opportunities for media coverage
- Awareness of the importance of brand identity
- Experience of working collaboratively with cultural organisations
- Experience of delivering presentations and writing reports
- Experience of evaluation processes
- Experience of planning and delivering training

TECHNICAL KNOWLEDGE & SKILLS

Essential:

- Excellent written and verbal communications skills, with the ability to adapt complex information for different audiences through various communication channels
- Excellent interpersonal skills with the ability to work closely with a range of people
- Experience of using a web content management system
- Excellent IT skills, including Microsoft Office. The postholder must be confident and keen to pick up new technical skills
- Experience using events booking systems

Desirable:

- Experience of using Canva, InDesign and Photoshop
- Ability to manage large data sets and knowledge of data protection policies and procedures

EDUCATION & PROFESSIONAL QUALIFICATIONS

Essential:

- Educated to degree level or equivalent experience

Desirable:

Competency Requirements	Essential	Desirable
Academic community focus	C	
Adapting to change	B	C
Creativity and innovation	C	
Interpersonal understanding	B	
Leadership	B	
Managing resources	A	
Organisational commitment	C	
Proactivity and planning	C	
Problem solving and decision making	C	
Performance Management	B	
Resilience	B	C
Working collaboratively with others	C	
Commercial Awareness	B	C
Striving for excellence	B	
Self-development and commitment to learning	C	
Stakeholder focus	B	C

Competencies are scored on an A-D scale, with D representing the highest demonstration of the competency.

For further information on each of the competencies and relevant levels, please refer to the University's Competency Model <http://www.london.ac.uk/5258>