



The
University
Of
Sheffield.

About
The
Job
Template.

University of Sheffield Graduate Intern Scheme
Department of Psychology
Faculty of Science

**Graduate Intern
(Public Engagement Coordinator)**

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Overview

To support the University of Sheffield's Employability Strategy, the University is offering Sheffield graduates (who have graduated from an Undergraduate course within the last academic year) the opportunity to add to their academic success through gaining valuable work experience.

About the Department

The Psychology Department at the University of Sheffield is among the largest in the UK and has been consistently ranked as one of the outstanding research departments in all seven UK Research Assessment Exercises to date. Over 80% of our department's research was classed as internationally excellent or world-leading in the Research Excellence Framework 2014. Our excellence in research spans the discipline and we have highly active groups under the broad headings of social, health and environmental psychology, human development and cognition, neuroscience and computational modelling, and clinical psychology. Ours is a large Department with a vibrant community of postgraduate and postdoctoral researchers.

The department is now at a pivotal point - in the last few years we have increased our staff and student numbers. Our undergraduate course is being redesigned and our building enjoying a multi-million pound refurbishment. More than ever our priority must be to sustain and promote our reputation and recruitment during these changes.

Further information about the Department and about staff research interests is available on our website at <http://www.shef.ac.uk/psychology/>.

Job Role

You will arrange, promote, run and video a series of speaking events by internationally recognised speakers and University of Sheffield psychologists. These TED-style talks for Psychology at Sheffield will be our chance to reach hundreds of college age students who are both in our target recruitment demographic and from backgrounds which are under-represented in University admissions. Each event will feature an internationally known guest psychologist, as well as a University of Sheffield academic. By recording the events we will create a permanent record which shows off the energy and talent of the Department's staff as well as placing it as a leader in public engagement with psychology.

The post will require working with the Department's Director of Public Engagement, Tom Stafford, as well as the University's Public Engagement with Research unit to plan, organise and arrange the events series. It will require liaising with existing outreach and schools programmes at the University, as well as staff working on Widening Participation. As well as the logistics of event planning you will also have responsibility for the advertising and promotion of the events across traditional and social media.

Job Description

Main Duties and Responsibilities

- Identify and arrange venues for event series.
- Contact and coordinate with event speakers, both at the University and beyond.
- Coordinate with University Schools and Outreach programmes to reach college-age audience.
- Ensure excellent representation of students from "widening participation" backgrounds.
- Provide assistance with arranging transport to/from venues for audiences.
- Promote and publicise events and videos of the events.
- Work with academic colleagues to generate ideas for news content to raise the profile of the Department at local, regional and national level.
- Write copy for press releases, websites, social media and other communication channels to disseminate news content from across the Faculty.
- Undertake promotion and publicity activities for the Faculty in response to University-wide agendas such as public engagement (including Arts Enterprise), widening participation and Schools' Outreach.
- Contribute ideas to the Faculty news content calendar for upcoming events and publicity campaigns, for example the student surveys, to encourage departments/ schools to use as part of their publicity plans.
- Help maintain a positive presence on the Department's existing social media channels and websites using these to effectively promote the range of activities within the Department.
- Investigate opportunities to further develop our outreach and public engagement activities in coordination with other activities in the Faculty of Science and University.
- Develop processes which enable the effectiveness of public engagement activity to be monitored, evaluated and shared with colleagues.
- Develop and maintain effective relationships/networks with wider University departments (including the University's marketing section).
- As a member of our Professional staff you will be expected to demonstrate a commitment to the professional behaviours set out in the Sheffield Professional Framework. Please follow this link for further information: [Sheffield Professional Framework](#).

- Any other duties, commensurate with the grade of the post.

Person Specification

Applicants should provide evidence in their applications that they meet the following criteria. We will use a range of selection methods to measure candidates' abilities in these areas including reviewing your on-line application, seeking references, inviting shortlisted candidates to interview and other forms of assessment action relevant to the post.

	Criteria	Essential	Desirable
Qualifications and experience			
1.	Have graduated from the University of Sheffield with a good Undergraduate honours degree within the last academic year.	X	
2.	Excellent IT software skills (word processing, spreadsheets, email).	X	
3.	Experience of developing and delivering public engagement plans and evaluating their effectiveness.		X
4.	Experience of event planning.		X
5.	Awareness and experience of using social media including: Facebook, Twitter, YouTube, blogs. Have knowledge of best practice and how people engage with each platform.		X
6.	Awareness of the experience and challenges faced by those from 'widening participation' backgrounds.		X
7.	Experience of creating videos and images for publicity purposes.		X
8.	Experience of event promotion and publicity.		X
Communication skills			
9.	Effective communication skills, both written and verbal, report writing skills.	X	
10.	Excellent standard of written English (spelling, grammar and punctuation).	X	
Team working			
11.	Ability to work independently as well as part of a team.	X	
Problem solving and decision making			
12.	Ability to suggest and negotiate practical solutions to problems.	X	
Project management			

13.	Ability to assess and organise resources, and plan and progress work activities.	X	
14.	Excellent organisational and time management skills and able to prioritise own workload and meet tight deadlines.	X	
Personal effectiveness			
15.	Have a high degree of accuracy and attention to detail.		X
16.	Willingness to work flexibly when necessary to meet deadlines.	X	
17.	Ability to work on own initiative.		X

Further Information

This post is fixed-term with a start date of 3 January 2017 (or as soon as possible thereafter) and an end date of 30 June 2017.

This post is full-time.

Reward and Recognition – The Deal

Terms and conditions of employment: Will be those for Grade 3 staff.

Salary for this grade: £16,289 per annum.



The Deal is the pay, rewards and many benefits you earn for being a valued member of our University and by being ambitious and performing at your best.

If you join the University you will have access to The Deal and your own personalised pay, reward and benefits portal where you can access a comprehensive selection of benefits and offers to suit your changing lifestyle needs, for example childcare vouchers, Cycle to Work initiative, shopping discounts along with access to extensive development and training options – over a third of staff work in Investors in People (IiP)

To find our more visit www.sheffield.ac.uk/hr/thedeal/benefits

Through The Deal we are committed to making the University a remarkable place to work and we support this through a number of sector leading initiatives such as Juice and Sheffield Leader.



*the*SheffieldLEADER

Our innovative Health and Wellbeing programme, Juice, promotes happiness and wellbeing through a broad range of inclusive activities (www.shef.ac.uk/juice)

Our leadership development has been designed to ensure that our leaders have the knowledge, skills and behaviours needed by the University (www.sheffield.ac.uk/hr/sld/sheffieldleader).

We are also proud of our award-winning equality and diversity action which enhances working life for all. 91% of staff tell us they are treated with fairness and respect (staff survey 2014)
www.shef.ac.uk/hr/equality

In our staff survey (2014) 94% of staff said they were proud to work for the University and 87 % of our staff would recommend Sheffield University as an excellent place to work. To find out more about what it's like to work here have a look at our webpages, www.sheffield.ac.uk/staff/survey and www.sheffield.ac.uk/jobs/staffbenefits.

Closing date: For details of the closing date please view this post on our web pages at <http://www.sheffield.ac.uk/jobs/>.

Informal enquiries:

For informal enquiries about this job and the recruiting department, contact: Tom Stafford on t.stafford@sheffield.ac.uk or on 0114 222 6620

For all online application system queries and support, visit:
<https://www.sheffield.ac.uk/jobs/applying>

Criminal records check:

Please note that as this post is exempt from the Rehabilitation of Offenders Act 1974, a satisfactory Disclosure and Barring Service Disclosure will be required for the appointee. If you have a spent criminal record and are invited to interview for this post, you are required to provide details of

your convictions in confidence, with the job reference number/ title of post/recruiting department, in advance of the interview to the Deputy Director HR Operations, Human Resources, The University of Sheffield, The Arts Tower, Western Bank, Sheffield, S10 2TN (mark the envelope PERSONAL). This information will be treated as strictly confidential and will only be considered if you are invited to interview for the post.

Selection-Next Step

Following the closing date, you will be informed by email whether or not you have been shortlisted to be invited to participate in the next stage of the selection process. Please note that due to the large number of applications that we receive, it may take up to two working weeks following the closing date before the recruiting department will be able to contact you.

The University of Sheffield is committed to achieving excellence through inclusion.

The University of Sheffield is proud to be a Two Ticks employer
www.sheffield.ac.uk/hr/equality/support/twoticks



Professional Services have achieved the Investors in People Standard.



The University has achieved the Athena SWAN Silver award for Women in Science, Engineering and Medicine.



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