



UCL

Public Engagement Coordinator

Department: UCL Culture

Location: Remote home based anywhere in the UK, Bidborough House UCL Campus, or blended.

Temporary Role 0.8 FTE

Reports to: Dr Dominic Galliano – Head of Public Engagement

Context

UCL Culture is a multidisciplinary team committed to connecting the world with UCL through innovative programming and engagement activities. We use our assets in the form of collections, museums, theatre and most importantly our people and know how to mobilise the UCL community, inspiring them to engage people with their research and their research with people. We amplify their work through the delivery of compelling and coherent programmes of events, public engagement activities, public art, performance, exhibitions and permanent museum displays to create cutting edge cultural experiences. We collaborate, light sparks, disrupt and provoke. We use our objects, insights and expertise to reframe questions and surface new ideas. We believe in the power of open because open minds see further.

The UCL Engagement team works to support both institutional change and the multiple departmental and individual journeys which combine to create a culture of collaboration and dialogue between the university and the world outside. It comprises the Public Engagement team, the Community Engagement (East) team and the Co-Production Collective. Since 2008, the Public Engagement team has worked to embed public engagement across the institution through funding opportunities, training schemes, and bespoke advice for departments and UCL staff and students and is an active contributor to Public Engagement at a national and international level.

The Engagement team is looking to increase capacity in the short term to help deliver some of its core public engagement activity including our funding programmes Beacon Bursary, Train & Engage and deliver informal networking opportunities for the UCL Public Engagement Network.

This is a fantastic opportunity for someone looking to get some initial experience in a busy & varied university Public Engagement team. Previous experience of working with UCL structures is desirable but not essential.

The role holder will be closely supported by the Public Engagement team and encouraged to attend online fortnightly Public Engagement team meetings, monthly Engagement team meetings, Keep Learning sessions and additional informal team catch-ups.

The role can be work from home, in office at Bidborough House or a blend of the two.

Main purpose of the role

Support the delivery of our core Public Engagement programme alongside the Public Engagement team and wider Engagement and UCL Culture colleagues.

Diversity statement

We encourage applications from those who are underrepresented in the sector and at UCL including but, not exclusive, to non-graduates, disabled, D/deaf and neurodiverse people, LGBTQ+ people, people from Black, Asian and ethnic minority backgrounds, especially women. We also welcome



applicants from a range of educational backgrounds and therefore do not require a minimum formal qualification for this role.

Length of time

The role is for 28 days between Monday 25th October and Friday 10th December.

Deadline for submission is 09:00 on Tuesday 5th October – submissions after this time cannot be accepted.

Please [upload your CV](#) to our Recruitment and Sourcing Centre Team at Advantage xPO who are our partners and running this recruitment round. Please do state at the top of the CV that you are interested in this role.

Interviews will take place online between Mon 11th to Thurs 14th October.

This role is being paid at a [Grade 6 equivalent](#).

Duties & Responsibilities

- Support the coordination and administration of our UCL Postgraduate funding programme Train & Engage.
- Support the coordination and administration of our UCL Postgraduate funding programme Beacon Bursaries.
- Support delivery of informal monthly Networking session for the UCL Public Engagement Network.
- Support the compiling of the Engagement's team reporting from 2019 to now.

Further information

Those interested in applying for this role can talk to someone from the Engagement Team on publicengagement@ucl.ac.uk for further information. (A few of the team members are away on leave, so we are taking it in turns to reply!)

Roles of most relevant members of the Engagement team with whom you will work:

Head of Public Engagement: Dominic Galliano

- Line manager for this post.
- Weekly update meetings.
- Knowledge of Engagement practice.
- Oversee the Public Engagement projects.

Additional members of the Public Engagement Team will be on hand too. All will also support with general troubleshooting & advice along with knowledge of UCL processes.



Person Specification

Criteria	Essential or Desirable	Assessment method (Application/Interview)
Qualifications, experience and knowledge		
Comprehensive working knowledge of Microsoft Office applications, including Word, Excel, Outlook	E	A/I
Working knowledge of Teams & SharePoint	D	A/I
Knowledge and understanding of how universities and higher education contribute to the generation of knowledge and societal impact	D	A/I
Skills and abilities		
Excellent team working skills, and the ability to work collaboratively as both part of a multidisciplinary team and on own initiative	E	A/I
Proven ability to plan, prioritise and manage a varied workload	E	A/I
Excellent oral and written communication skills	E	A/I
Ability to identify potential problems and suggest and implement improvements and solutions	D	A/I
Ability to analyse and use quantitative and qualitative data to evaluate impact	E	A/I
Experience		
Experience in administering funding calls.	D	A
Experience of working within university systems.	D	A
UCL Ways of Working for professional services		
Making inclusivity, diversity and (inter) cultural awareness core to actions and decision-making for self and team.	E	I
Identifying challenges, exploring, identifying and sharing solutions.	E	I