

Group Member:		Luminate Group Services	
Job Title:		EDI Events & Outreach Apprentice	
Reports to:		EDI Manager - Leeds Conservatoire	
Job Grade	L3 Apprentice	Department	Student Life

ROLE SUMMARY:

This apprentice will support the embedding of equality, diversity and inclusion (EDI) through leading on the delivery of awareness and celebration events, working with the Student Union (SU) and other relevant departments at the conservatoire. They will support the delivery of the conservatoire’s EDI priorities by exploring opportunities, reaching out to communities and co-creating projects that drive positive changes to conservatoire’s processes, our creative practices and communities regionally, nationally and internationally.

The awareness and celebration events will be both on-campus and online and may be at external sites or venues.

The apprentice will receive appropriate on-the-job support and guidance, as well as off-the-job training.

CORE ROLE RESPONSIBILITIES:

1. Contribute to an annual activity cycle, delivering awareness and celebration events in collaboration with relevant departments within the Conservatoire, including the Students’ Union, and Luminate Education Group.
2. Support Leeds Conservatoire’s EDI manager with the delivery, monitoring and evaluation of plans and activities related to achieving EDI objectives.
3. Work with colleagues across the conservatoire to embed EDI into processes and practices, through designing and producing events, activities, resources, and opportunities relevant to the curriculum.
4. Assist with research, outreach and partnership practice to ensure that Leeds Conservatoire is responsive to the needs of our current communities and is able to work towards greater inclusion and equity.
5. Support the maintenance of positive external relationships with key partners, organisations, venues and suppliers, to include supporting the identification of appropriate training and development courses and showcasing our EDI activities and work.
6. Collaborate with the SU, enterprise and engagement, student wellbeing and support, and other internal teams to ensure that opportunities for awareness, training and development, and events of celebration are well promoted and supported.

7. Respond to day-to-day enquiries, coordinate administrative and logistical needs, attend and contribute to team meetings, as well as other staff events and training days.
8. Participate in relevant events and student-focused activities, such as induction, welcome weeks and enrolment, which will involve occasional weekend and evening work.
9. Contribute to the delivery of Leeds Conservatoire's EDI Action plan and activities, ensuring that work is carried out in an inclusive, accessible and engaging manner for students, staff and partners.
10. To conduct any other administrative responsibilities commensurate to the role.
11. Ability to participate in evening/weekend work as required.
12. Any other duties that are specific to the department.
13. Assistance in the preparation, support and participation of examinations and invigilation across the Group.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

Encouraging all to have aspiration and passion in everything they do.

Creative

Always hungry to learn and looking ahead so we can be responsive

Job Title:	EDI Events & Outreach Apprentice
-------------------	----------------------------------

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. GCSE level qualifications in English and Maths or equivalent	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Knowledge and a passion for events	A / I
E	EK2. Knowledge and understanding of equality, diversity and inclusion issues and how these impact on life experience and outcomes. Experience of EDI within HE would be particularly beneficial.	A / I / T
E	EK3. Experience of working within a team to achieve objectives	A / I
E	EK4. Experience of designing and running events, gathering information and contributing to reports.	A / I / T
E	EK5. Experience of developing and using digital and creative approaches to communications to ensure key messages	A / I / T

	and information are easily accessible, contributing to marketing/events activities.	
E	EK6. Knowledge of the Higher Education sector and changes to sector to make it more equitable.	A / I
E	EK7. Experience of working with people, communities and spaces to broaden perspectives and encourage conversations.	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Good communication skills	A / I / T
E	SC2. Good level of attention to detail	A / I / T
E	SC3. Good organisational skills and ability to prioritise workload	A / I
E	SC4. Can build positive working relationships with colleagues	A / I
E	SC5. Committed to delivering results, monitoring and evaluating	A / I
E	SC6. A good level of competency in Microsoft Office programmes including, but not limited to, Teams, Powerpoint, Excel, Word.	A / I / T
D	SC7. Demonstrate good creative and digital creation skills, such as on Canva or similar programmes.	A / I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A / I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I