

## Civic & Public Engagement Assistant

<b>Department:</b>	Research, Enterprise and Knowledge Exchange
<b>Grade/ Salary:</b>	Grade 3, £28,837 - £31,033
<b>Contract Type:</b>	Permanent
<b>Hours:</b>	3 days per week (Part time)
<b>Location:</b>	New Cross, London

### Goldsmiths

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Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants. Please contact [hr@gold.ac.uk](mailto:hr@gold.ac.uk) to make your request.



Passionate about advancing equality  
and celebrating diversity.  
Together, we are different



Together  
we are different

## Department of Research and Knowledge Exchange

The Department delivers the University's Research, Enterprise and Knowledge Exchange and Civic Strategies. It supports the development of research proposals seeking external funding; statutory reporting to external funders; compliance and due diligence on research funding; the monitoring of progress and the financial delivery of externally funded grants; business growth and upskilling/reskilling programmes, as well as commercialisation opportunities; short courses and executive training; training and support programmes for researchers; the Research Excellence Framework and knowledge exchange; public and community engagement; civic priorities; and research policy and strategy. In 2021, the Department launched a new Civic Strategy and Civic University Agreement, focussed on developing Goldsmiths' role as a local anchor institution, helping to improve the lives of local people in Lewisham and beyond.

The Deputy Warden for Research and Enterprise provides academic leadership of this area. The Department is under the strategic management of the Director of Research, Innovation and Knowledge Exchange who reports to the Deputy Warden.

### Job description

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Reporting to: Public Engagement Manager

#### Summary:

The role of Engagement Assistant is focussed on supporting engagement work across the Department of Research, and Knowledge Exchange, with a particular focus on civic and public engagement activity. In 2021, Goldsmiths launched a new Civic Strategy and Civic University Agreement, focussed on developing Goldsmiths' role as a local anchor institution, helping to improve the lives of local people in Lewisham and beyond. Public engagement, engaged research, community dialogue and knowledge exchange activities form core components of these strategies.

In 2022, Goldsmiths was a partner in Lewisham's year as London Borough of Culture, and regularly engages with festivals, the arts, museum and cultural sectors for engagement activities in South London and beyond. Engagement activity across the College offers exciting opportunities for engaging with local audiences and communities with Goldsmiths' academic expertise in new and creative ways, and supporting these initiatives will be a key part of the Civic & Public Engagement Assistant's role.

## **Main duties:**

### Administrative

- Assisting in coordination of various boards, networks and working groups – linked to key strategic areas such as Research and Knowledge Exchange and Social Innovation – booking rooms, taking minutes, etc.
- Helping to coordinate central funding schemes and award schemes such as our annual Engagement Awards.
- Monitoring generic email accounts and making sure that enquiries are properly routed.
- Liaising with between teams and responding to enquiries.
- Assisting with evaluation data collection and collation.
- Coordinating training and development opportunities.
- Coordinating and acting as first point of contact for some Goldsmiths engagement networks.

### Events

- Supporting the planning, delivery and evaluation of interactive cultural events and activities. Helping to deliver activities such as community engagement with the Civic University Agreement and other relevant activities.
- Helping to support and promote the Goldsmiths 'Civic Days' initiative, working with local partners.
- Attending appropriate external forums to ensure a Goldsmiths presence, where appropriate to level of grade.

### Communications

- External communications – Assisting with event listing copy / web copy / case studies
- Internal communications - Keeping relevant sections of the Goldsmiths internet and intranet up to date.

### Other

- You will be required to undertake any other duties as may reasonably be required
- Ensure that you are aware of and aligned with Goldsmiths’ Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity
- At all times to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths’ Health and Safety Codes of Practice and Policy

## Person Specification

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Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with these criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

**A = Application form**      **C = Certificate**  
**I = Interview**              **R = Reference**  
**T = Test**                      **P = Presentation**

	Category
<b>Essential Criteria 1 - Qualifications</b>	
An undergraduate degree or equivalent experience	A, C, I
<b>Desirable Criteria 1 - Qualifications</b>	
Degree in a relevant subject	A, C,
<b>Essential Criteria 2 - Experience</b>	
Experience of writing content on a public platform for external audiences	A, I, T

Experience of administration, i.e setting up meetings, taking and distributing minutes.	A, I
Experience of assisting with the delivery of public facing events	A, I
<b>Desirable Criteria 2 - Experience</b>	
Experience of working with charities, community groups or grassroots organisations (either in a professional or voluntary capacity)	A, I
Experience of working at public-facing events	A, I
Experience of working with organisations and communities in the Borough of Lewisham	A, I
Experience of creative production, curating or public facing creative practice	A, I
<b>Essential Criteria 3 – Knowledge</b>	
A basic understanding of Civic / Public Engagement and awareness of its importance to Higher Education	A, I
<b>Desirable Criteria 3 - Knowledge</b>	
A basic understanding of community, charity and civic sector (e.g. via voluntary experience).	I
<b>Essential Criteria 4 - Skills</b>	
Excellent communication skills including written and oral skills	A, I
Strong interpersonal skills and ability to communicate with a wide range of people	A, I
Ability to handle sensitive information in a diplomatic manner	A, I
A high level of attention to detail	A, I
Ability to plan and organise own workload and work to deadlines	A, I
<b>Desirable Criteria 4 - Skills</b>	
Writing and editorial skills, including copy editing and proofreading	A, I

**Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked before the first day of appointment.**

For more information about the role, please contact Will Cenci (Public Engagement Manager), Tel: 020 7919 7704, e-mail: [w.cenci@gold.ac.uk](mailto:w.cenci@gold.ac.uk)

## Summary of Benefits (February 2022)

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If you choose to work with us, you'll become part of a learning organisation that is committed to professional and personal development, with comprehensive and innovative staff development and wellbeing programmes.

You'll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme, dependent upon grade
- Maternity, paternity, shared parental leave and adoption leave and pay
- Contractual sick pay provision
- Access to an Employee Assistance Programme, offering 24/7/365 confidential and free advice, support and information service on a range of personal, family or work related matters.
- Free eye tests
- Cycle to work scheme
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site [dining facilities](#)
- Access to University of London facilities such as [Senate House Library](#)

## Further information

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For more information about Goldsmiths, please visit: [www.gold.ac.uk/about](http://www.gold.ac.uk/about)

**Thank you for your interest in working with us, we wish you all the best with your application.**