



# Job Description Student Ambassador

Updated July 2019



## Department

Access and Admissions.

## Section

Access and Widening Participation Office.

## Grade / hourly rate

UCL grade 3 point 8 (£11.29 per hour as of August 2019).

## Location

Mainly UCL Gower Street, occasional work opportunities in schools across Greater London and the South East.

## Reports to

Various staff in the UCL Access and Widening Participation Office.

## Context

The UCL Access and Widening Participation Office delivers activities to encourage applications from students from socio-economic backgrounds currently under-represented in higher education.

Student Ambassadors are current undergraduate and postgraduate students employed on a casual/temporary basis to represent UCL at our events, on campus and in schools.

## Main purpose of the job

Student Ambassadors assist with short- and long-term projects and one-off events by offering support, encouragement and advice to prospective students and their families and supporters.

The role is varied and can involve administrative tasks, delivering presentations, supporting and supervising young people, and ensuring events are delivered effectively. For a full list of programmes visit our website:

[www.ucl.ac.uk/widening-participation/learners](http://www.ucl.ac.uk/widening-participation/learners)

## Duties and responsibilities

- Visit state schools and colleges and represent UCL at higher education fairs to give presentations and offer information, advice and guidance about UCL, student life, the university application process and student finance.



- To supervise and lead groups of participants, Years 5 – 13, and support their engagement in workshops, presentations, discussions and project work, both on and off campus.
- Address minor behavioural issues and ensure all young people are safe at all times, referring more serious issues to a member of the Access and Widening Participation team quickly and responsibly.
- Act as a positive role model for UCL and Higher Education.
- Supervising participants during breaks, off-site activities, social evening activities and (for residential programmes only) overnight stays in UCL halls of residence.
- Work with Access and Widening Participation staff to co-ordinate and deliver events, including overseeing participant activities, registration, attendance, resources, catering and ad hoc queries.
- Use of online mentoring portals to contribute to discussion forums, respond to queries, and provide feedback (for applicable programmes).
- Offer occasional administrative support to the Access and Widening Participation office, including data entry.
- Ensure effective communication with permanent staff members within the Access and Widening Participation office.
- Undertake all work in line with UCL policies, procedures and regulations and to ensure at all times the promotion of equality of opportunity and non-discrimination in accordance with UCL's Equal Opportunities policies.
- To undertake all work in line with UCL Widening Participation Child Protection and Safeguarding Policy and the UCL Data Protection Policy.
- To maintain an awareness and observation of Fire and Health & Safety Regulations, and to go about duties in a resource efficient way and minimising impacts to the environment wherever possible.
  - Any other duties commensurate with the grade and purpose of the post.

## Special Working Conditions

- The post holder is required to complete an enhanced DBS check (if selected to work on regulated activity).
- Ability to commit to full attendance requirement of individual programmes of activity, including training sessions.
- Some out of hours work may be required, and details of this will be disclosed prior to the event. When working on consecutive days, workers will have a break of 11 hours between days, in-line with EU working hours regulations

## Person specification



<b>Experience and knowledge</b>	<b>Essential or Desirable</b>	<b>Assessed at interview or application</b>
A good knowledge of UCL and its student support services	Essential	Interview
Understanding of the aims and objectives of widening participation	Essential	Both
Understanding of the barriers to Higher Education that may affect participants	Essential	Both
Experience of working with children or young people, through paid or voluntary work	Desirable	Both
Experience of facilitating group workshops and/or mentoring	Desirable	Both
Awareness of the current process of applying to higher education, including student finance	Desirable	Interview
<b>Skills and abilities</b>		
Ability to lead a group of young students (Years 5 – 13), ensuring young people are safe and engaged in the programme	Essential	Both
Excellent oral and written communication skills	Essential	Interview
The ability to communicate effectively with young people from diverse backgrounds, and particularly those from groups under-represented in Higher Education, parents, staff, external speakers, and support services	Essential	Both
The ability to work both individually and as part of a team	Essential	Interview
The ability to take and give instructions effectively	Essential	Interview
The ability to take initiative and resolve problems when needed	Essential	Interview
The ability to reflect on own performance and improve, and to respond well to constructive feedback	Essential	Interview
<b>Attributes</b>		



Reliable, punctual, organised and conscientious

Essential

Interview

