



UCL

Job Description Taster Presenter

Updated October 2020

Department

Access and Admissions.

Section

Access and Widening Participation Office.

Grade / hourly rate

UCL grade 7 point 29 (£18.93 per hour as of October 2020).

Location

Mainly online while Covid restrictions limit in-person activity. Otherwise, on UCL's Gower Street campus, 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 who come from socio-economic backgrounds currently under-represented in higher education.

Taster Presenters are currently enrolled postgraduate students employed on a casual/temporary basis to deliver academic sessions to groups of prospective students to explore both familiar and new subjects, both within and outside UCL.

Main purpose of the job

Taster Presenters deliver academic sessions to groups of prospective students to explore both familiar and new subjects. They will be responsible for preparing and delivering sessions, which may include a lecture-style presentation, workshops with small groups or project-based work over a sustained period.

Duties and responsibilities

- Represent UCL at events and activities for prospective students.
- To engage with schools and colleges (primarily state schools and colleges in England) to deliver academic sessions, both remotely and in person.
- To supervise and lead groups of participants, Years 5 – 13, and support their engagement in academic sessions, both on and off campus.
- Develop and adapt your academic sessions, including resources and content, for different year groups and type of Access and Widening Participation activity.
- 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.
- Contribute to raising the confidence, self-esteem and aspirations of young people participating in Access and Widening Participation activities.
- Ensure effective communication with permanent staff members within the Access and Widening Participation office regarding work in progress, implementation of developments and emerging trends or issues.
- 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.

Person specification

Experience and knowledge	Essential or Desirable
Good general education plus good progress in their current postgraduate degree.	Essential
A good knowledge of UCL and its student support services.	Essential
Understanding of the aims and objectives of widening participation.	Essential
Understanding of the barriers to Higher Education that may affect participants.	Essential
Experience of presenting your research or delivering academic content.	Desirable
Experience of working with children or young people, through paid or voluntary work.	Desirable
Awareness of the current process of applying to higher education, including student finance.	Desirable

Skills and abilities	
Excellent oral and written communication skills.	Essential
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
The ability to present complex ideas and concepts in a simple (but not patronising) way for audiences of varying academic ability.	Essential
Attributes	
Reliable, punctual, organised and conscientious.	Essential
Enthusiastic, proactive, flexible and open-minded.	Essential
Empathetic, diplomatic and tactful.	Essential
Supportive and non-judgmental.	Essential