

## Job Description

### KBS Postgraduate Student Ambassador Scheme

<b>Post Title:</b>	<b>Student Ambassador (PG)</b>
<b>Rate of Pay:</b>	<b>Either Band A, B or D depending on the work opportunity at the time</b>
<b>Employing Department/Division:</b>	<b>KBS</b>
<b>Responsible to:</b>	<b>Brendan Hammond &amp; PG Marketing and Recruitment Officer</b>

### Job Purpose

This role is designed for postgraduate students to represent their subject area through the creation and delivery of academic workshops/sessions and supporting various face-to-face and virtual student recruitment events. Student Ambassadors (postgraduate) will work closely with colleagues within the Marketing, Recruitment & Engagement team and across the wider Division to coordinate and deliver outreach activity for the Division.

An ambassador's role can range from assisting at a school event, student Open Days on campus, to leading sessions or developing their own workshops to deliver with the support of the outreach team. The responsibilities of ambassadors will vary depending on the event and audience. In addition, the role holder will ensure effective delivery of events to encourage the continued growth of subject areas and contribute towards student recruitment and experience.

This role will deliver subject-specific workshops/taster sessions, usually in a seminar or lecture style format. This work will take place on campus, in a school/college or community setting in the Kent or Medway area, or in an online setting as appropriate. Ambassadors will be required to work closely with relevant academic staff within the division to understand and develop subject-specific content which relates to the national curriculum, is the appropriate level and can be adapted to suit different audiences. Ambassadors would deliver their sessions as part of the University's outreach and/or recruitment activity, usually to FE or secondary school-aged students although it could also include delivery to primary or joining first year KBS students.

When delivering subject content, this role can expect to be supported by undergraduate ambassadors and as such the post holder should provide adequate instruction to ambassadors who may be used to support them in the delivery of activities.

This role would design and deliver content to support the University's outreach activity to students from a Widening Participation background and feeder schools. The post holder should understand the Widening Participation agenda when preparing and delivering subject sessions, and an awareness of the barriers these students may face.

## Key Duties

- To deliver subject-specific sessions both on and off campus to schools, colleges and community groups, which are in line with the national curriculum and relevant to the age, level and qualification of the students
- To create, develop and prepare subject-specific teaching materials for schools, colleges and community groups
- To assist colleagues with the delivery of subject-based teaching activities
- To liaise with academic staff and/or the Subject Specialist to develop teaching activities
- To coordinate and deliver whole day events as well as one-off teaching sessions
- To contribute to programme and session evaluation
- Support recruitment and conversion activities such as Open Days and Applicant Days, Clearing, student facing and research related events, events designed to further our civic mission and increase public engagement.

## Internal & External Relationships

Internal: Academic staff, administrative staff both centrally and within the division, other student ambassadors

External: students and staff at the University's partner educational institutions and a range of community partners.

Further information on which roles within Band D are available are included in our University of Kent Ambassador Band Structure grid, found at: <https://www.kent.ac.uk/ambassadors/band-structure.html>

## Next steps and expectations

Upon applying through that Student Ambassador application system HEAT you will be invited to attend a face-to-face interview soon after if you have successfully met the criteria. If successful after interviewing, you will be invited to complete the following at various stages of the enrolment process:

- Right to Work checks
- Enrolment administration to include contract completion and signatures
- DBS (Disclosure and Barring Service) security checks
- HEAT account set up

Failing to complete the above and any other administrative requests to you within one week of instruction will result in your application being withdrawn.

## Person Specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out this role. Applications are assessed against each of the criteria either at application or interview stage.

	Essential	Desirable	Assessed via (A/I/T)*
<b>Qualifications</b>			
A good honours degree, or equivalent, in a relevant discipline	x		
Enrolled on a postgraduate programme at the University of Kent	x		
<b>Knowledge</b>			
Knowledge of the University of Kent		x	
An advanced knowledge of their subject area	x		
Understanding of higher education, UCAS admissions procedure and available financial support		x	
Understanding and awareness of widening participation	x		
Knowledge and understanding of the UK (and Kent) education system	x		
<b>Skills and Qualities</b>			
Responsible – ability to take responsibility in a classroom situation/environment	x		
Ability to represent the University in a positive and professional manner with external institutions	x		
Ability to work autonomously	x		
Flexibility – able to adapt to different working environments and roles	x		
Strong organisational skills and the ability to carefully follow instructions	x		
Confidence and sensitivity to interact with a wide range of individuals	x		
Ability to work on own initiative	x		
The ability to communicate with clarity and enthusiasm and the potential to be able to do so to a range of age groups	x		
Ability to work in a professional and mature manner	x		
Ability to adapt to external environment	x		
Potential to relate to college, secondary or primary school students	x		
Potential to plan activities which are age and level-appropriate	x		
Ability to deliver sessions and activities to various audiences in a confident manner	x		
<b>Additional Attributes</b>			

Willing to travel to schools, colleges and community settings in the Kent and Medway area to support outreach activity	x		
Access to adequate Wi-Fi connection and laptop/PC with camera/microphone for taking part in virtual events	x		
<b>Experience</b>			
Previous experience of working with young people or in the community		x	
Current or previous teaching experience		x	

\*To be assessed via:

A – application

I – interview

T – test/presentation at interview stage

### Health, Safety and Wellbeing Considerations

This role involves undertaking duties which include the Health, Safety and wellbeing issues outlined below. Please be aware of these, when considering your suitability for the role.

- Occasional manual handling
- Regular and prolonged periods of standing/walking.

Employment is subject to successful application, interview, and completion of relevant training, **as well as satisfactory completion of an enhanced DBS check.**