

Job Description

Student Ambassador Scheme

Post Title:	Outreach and Recruitment Ambassador
Rate of Pay:	Band A
Employing Department/Division:	Division for the Study of Law, Society and Social Justice (LSSJ)
Responsible to:	Kate Churchyard

Job Purpose

Outreach and Recruitment Ambassadors work on a range of duties, assisting University of Kent staff with their activities for schools, colleges, community groups and general visitors to the University throughout the academic year. Outreach and Recruitment ambassadors are expected to help facilitate activities designed to support outreach, recruitment and subject-based activity, usually taking place on the Canterbury or Medway Campus.

All ambassadors must be enthusiastic about the benefits of university life and eager to share their learning and experience with others.

The primary responsibility of Outreach and Recruitment ambassadors on this contract is to provide an informative and valuable experience for visitors to the University, representing HE and the University of Kent in a positive light.

Outreach and Recruitment Ambassadors are required to talk to, and inspire, potential students or applicants to the University and their parents/carers and teachers. They support activities designed to encourage and motivate individuals to consider their future options, including application to higher education, the range of courses and study opportunities available in HE and queries surrounding student life.

Outreach and Recruitment Ambassadors must be enthusiastic, mature in their approach and be able to inspire and engage potential students of all ages. They must be able to use their initiative when working alone but also thrive in a team environment.

Key duties

- Assisting on outreach, recruitment or subject-focused campus visits, including leading campus tours
- Providing information about the University of Kent and higher education more broadly, sharing experiences and answering general queries from students, their families and/or teaching staff
- Leading small groups of students through assigned tasks in a classroom setting (on campus)
- Representing the University of Kent and higher education in general in a positive and enthusiastic manner
- Taking part in Q&A sessions for FE, secondary or community groups on campus

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

Internal & External Relationships

Internal: administrative and support staff both centrally and within divisions, postgraduate and undergraduate ambassadors.

External: school and college staff and students, members of the wider community.

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)*
Qualifications			
A first degree completed, or currently being undertaken	x		
Enrolled on a UG/PG programme at the University of Kent	x		
Knowledge			
Knowledge of the University of Kent	x		
Understanding of HE, UCAS admissions procedure and available financial support	x		
Knowledge and understanding of the UK (and Kent) education system	x		
Skills and Qualities			
Flexible – 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		
Excellent teamwork skills as well as the ability to work on own initiative	x		
Ability to work autonomously in a professional and mature manner	x		
Excellent communication skills with the ability to communicate effectively with various age groups, including primary and secondary students and adult learners	x		
Ability to adapt to the needs of different audiences; from primary and secondary school students to parents/carers, community groups and mature learners	x		
Additional Attributes			
Punctual and reliable	x		
Professional, mature attitude	x		
Highly motivated and enthusiastic about university Life	x		
Responsible	x		
Ability to engage with individuals or groups from a range of socio-economic, ethnic and cultural backgrounds	x		
Experience			
Experience of working with young people and/or adult learners		x	
Experience with working in an educational/support role		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

- Occasional prolonged weather hazard exposure – wind/rain/snow/pollen/UV & sun

Employment is subject to successful application, interview, and completion of relevant training. **Satisfactory completion of an enhanced DBS check may also be required.**