

## **Job Description**

### **Postgraduate Academic Ambassador**

Rate of Pay:  
Band D (£22.41/hour)

#### **Job purpose**

Postgraduate Academic Ambassadors are recruited to represent their subject area through the creation and delivery of academic workshops/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. PG Academic Ambassadors will be required to work closely with relevant staff within their academic school and the University's Outreach and Recruitment Teams to understand and develop subject-specific content which is the appropriate level and can be adapted to suit different audiences.

PG Academic Ambassadors would deliver their sessions as part of the University's Outreach and/or Recruitment activity, usually to FE or secondary school-aged students from year 7 to year 13 (11-18 year olds), but this may also include delivery to primary school students or community groups.

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.

As part of this role would be to design and deliver content to support the University's Outreach activity, the post holder should have an understanding of the widening participation agenda and the barriers these students may face.

The PG Academic Ambassador role is for postgraduate students, usually those studying a PhD. This role is not available as a standalone position; you would first have to be successful as a Student Ambassador and you could continue to access Student Ambassador opportunities accordingly, even as a PG Academic Ambassador, with payment at the relevant rate depending on the work undertaken. Those successfully appointed to the role of PG Academic Ambassador would also automatically be given the role of Outreach Tutor (Band C rate), delivering pre-designed workshops and presentations to school/college students. Successful applicants could, however, opt out of the Outreach Tutor position.

#### **Key accountabilities**

The following are the main duties for the role. Other duties, commensurate with the rates of pay for this post, may also be assigned from time to time.

- To deliver subject-specific sessions both on and off campus to schools, colleges and community groups, 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 Outreach/Recruitment teams to develop appropriate teaching activities

- To coordinate and deliver whole day events as well as one-off teaching sessions
- To contribute to programme and session evaluation

## Key challenges and decisions

The following provide an overview of the most challenging or complex parts of the role and the degree of autonomy that exists.

- PG Academic Ambassadors will be required to develop and deliver content to be adapted to suit different age groups/target audiences, showcasing their area of expertise, representing their academic school and the University of Kent, whilst also ensuring that the content is engaging and meaningful for the target audience.

## Internal & external relationships

- Internal: A range of University staff in directorates and academic schools, other student ambassadors.
- External: school and college staff and students, families, members of the public.

## Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Regular and prolonged periods of standing/walking
  - *Ambassadors may be required to do so when delivering content during longer events*
- Display Screen Equipment User
  - *Use of a PC/IT equipment may be required when developing and delivering session content*
- Working with chemicals (including requirement to wear latex gloves and including work with CO<sub>2</sub> or N<sub>2</sub> gasses)
  - *May be relevant for STEM related subjects only*
- Biological Agents/Scientific Hazards (experiments/lasers etc., and waste/sewage)
  - *May be relevant for STEM related subjects only*
- Occasional manual handling
  - *PG Academic Ambassadors may be required to transport equipment or adjust room layout to suit session delivery*

## Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Please be aware that your application will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in your application which back-up any assertions you make in relation to each criterion.

**Essential Criteria:**

- Enrolled on a postgraduate programme at the University of Kent, usually a PhD, in a discipline relevant to the advertised vacancy(s) (A)
- The ability to communicate with clarity and enthusiasm to a range of age groups (I)
- The ability to relate to a variety of target audiences; from primary to secondary school/college students and community groups (I)
- The ability to create and design engaging and interactive sessions, workshops and presentations in your subject area (A, I)
- The ability to adapt content to suit different target audiences (I)
- Experience developing and/or delivering workshops, talks, programmes or resources related to your subject discipline (A)

**Desirable Criteria:**

- Current or previous teaching experience (A)

*Assessment stage: A - Application; I – Interview*

Employment is subject to successful Student Ambassador appointment, followed by successful application, interview, and completion of relevant training for the PG Academic Ambassador role.