



Summer School Ambassadors

Job description

Summer School Ambassadors are required for four summer schools for 16-17 year olds, taking place on the University Park Campus in July 2016. The role-holders will primarily take responsibility for the participants, act as role models and guides and offer support where necessary.

Summer School Ambassadors will supervise and assist with a variety of academic and social events with enthusiasm, as well as encouraging participants to maintain discipline.

Communication and team work are essential for this role, so applicants must demonstrate their willingness to work together in order to achieve the aims of the programme. A sense of humour, energy and stamina are also required.

Role responsibilities include:

- To provide first-line support for Summer School participants
- To act as campus guides and alarm clocks to ensure that participants get to the right sessions at the right times
- To be friendly, approachable and readily available to offer advice and counsel as may be necessary, taking particular account of students who may be homesick, having trouble settling in etc.
- To ensure that good order and behaviour is maintained and that regulations are not breached - taking particular account of Child Protection Policy and Procedures
- To present a positive attitude at all times, respecting all staff and Summer School contributors and participating fully in all Ambassador team work
- To participate in academic sessions, setting an example to participants
- To participate in, supervise and facilitate the social elements of the Summer School
- To co-ordinate and lead activities if needed
- To respond appropriately to emergency situations
- To record any information the other Ambassadors or staff might need to know in the 'Daily Log'
- To report any problems to the staff in charge of the Summer School
- To communicate any concerns about young people or staff to staff in charge of the Summer School, following the procedures explained during training
- To carry out any duty that may be allocated by the staff in charge of the Summer School



Summer School Ambassadors Person Specification

These specifications will be continually assessed throughout the recruitment cycle at application form stage, group interview and at individual interview.

Specification	Essential	Desirable
Registered student at the University of Nottingham	*	
Clear communication and highly developed team working skills	*	
Positive outlook and a mature approach to working with others and solving problems	*	
Flexible and supportive approach to teamwork	*	
Willingness to participate in activities and support others	*	
Ability to act as a role model and set standards of expected behaviour	*	
Demonstrable ability to follow instructions fully and good organisational skills with respect to multiple priorities and deadlines	*	
Highly reliable and fully committed to all set tasks	*	
Empathy with client group and understanding of Widening Participation and programme aims	*	
Experience of working with young people		*
Current undergraduate or studying at postgraduate level but also studied as an undergraduate at the University of Nottingham		*
Experience of residential activities		*
Knowledge of Safeguarding and Health & Safety legislation and the ability to put this into practice		*

In addition, all Ambassadors will be required to apply for clearance (at the enhanced level) from the Disclosure and Barring Service.