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<b>Role title:</b>	<b>Summer School Ambassador (online and residential – restrictions permitting)</b>  The following description relates to Widening Participation Summer Schools – both online and residential. In 2022 we are hoping to deliver the summer school as a full residential however this is subject to change and will depend on Government restrictions.
<b>Department:</b>	External Relations
<b>Reporting to:</b>	Widening Participation Programmes Team, part of Student Recruitment (Widening Participation and Outreach)
<b>Purpose of role:</b>	<p>Summer School Ambassadors are required for week-long summer schools for 16-17-year olds, which are likely to combine online and face to face delivery, regulations permitting. Ambassadors will be selected to work either 1 or 2 weeks depending on subject studied and if the summer school is online or face to face. The role-holders will take primary responsibility for the participants, act as role models and guides and offer support where necessary.</p> <p>Summer School Ambassadors will supervise and assist with a variety of online and face to face academic and social events with enthusiasm, as well as encouraging participants to maintain discipline.</p> <p>Communication and teamwork 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, ability to think on your feet, energy and stamina are also required.</p>
<b>Rate of pay:</b>	Standard hourly Ambassador rate, TBC
<b>Location:</b>	All residential summer schools will be delivered on University Park Campus. Accommodation for residentials will be provided. If restrictions mean the summer school is being delivered online, ambassadors will be required to work from home (at your preferred location i.e. student halls or parental home) using an online platform such as Zoom or Teams.
<b>Frequency:</b>	1 or 2 week blocks

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## **Main responsibilities:**

- To provide first-line support for Summer School participants both online and face to face.
- To act as guides to help ensure that participants get to the right sessions at the right times.
- To be approachable and ready to offer advice and counsel as necessary, taking particular account of students who may have concerns about feeling homesick, having trouble settling in or who are anxious about working online.
- To ensure that good order and behaviour is maintained and that regulations are not breached - taking particular account of Safeguarding/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 teamwork.
- To attend and support face to face (potentially online) delivery of academic sessions, facilitating discussions and questions where required.
- To take part in all tutor group and social sessions whether face to face or online, enthusiastically, setting an example to participants and supporting participants to gain a sense of belonging.
- To work with fellow ambassadors to co-ordinate and lead activities as needed including attending planning meetings.
- To be friendly and welcoming, treating all participants with sensitivity and respect with regard to gender, religion or disability and respect their background.
- To respond appropriately to any safeguarding and emergency situations (full training will be provided)
- To record any information the other ambassadors or staff might need to know in the 'Daily Log' (full training will be provided).
- 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.

## **TAP Mentoring**

Summer School Ambassadors will also become 'TAP Mentors' during and after the summer school. This involves creating a profile on an online messaging platform called 'The Ambassador Platform' (TAP). This is a secure online platform where Summer School participants can message Summer School Ambassadors with questions about the summer school and university in general. Ambassadors will also be asked to post content and create a bank of FAQ answers. TAP mentors will be expected to be available on TAP throughout the summer school and will be expected to continue being a mentor through the following academic year to help participants through their UCAS journey.



Further information and expectations about TAP will be communicated during training and Ambassadors will be expected to sign an online code of conduct.

**Person Specification**

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

<b>Specification</b>	<b>Essential</b>	<b>Desirable</b>
Registered student at the University of Nottingham	*	
Full understanding of the UK education system including experience of GCSEs, A levels (or UK equivalent) and understanding of applying to university via UCAS.	*	
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 the summer school programme aims	*	
Experience of working with young people		*
Current undergraduate <i>or</i> studying at postgraduate level but also studied as an undergraduate at the University of Nottingham	*	
Experience of residential and online activities		*
Knowledge of Safeguarding and Health & Safety legislation and the ability to put this into practice		*
Knowledge of online platforms (MS Teams/Zoom) and a willingness to undertake additional training for online delivery	*	

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



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## **Summer School Ambassador**

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**If you are studying with a student visa, please check your visa allows you to work full-time out of term time.**

**As some summer school content may be delivered online, ambassadors will need to have access to a laptop or other device suitable for session delivery. Please contact the Summer School Team if this is an issue.**