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| <b>Role title:</b>      | <b>Summer School Ambassador (residential)</b>   |
|                         | The following description relates to the Widening Participation Summer Schools. In 2023, we will be delivering the summer school as a full residential. Follow up activities after the summer school will be run online.  |
| <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 to support the delivery of week-long summer schools for 16-17-year-olds. Ambassadors will work for two weeks in person and stay residentially. 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 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, £9.50 plus holiday pay   |
| <b>Location:</b>        | All residential summer schools will be delivered on University Park Campus. Accommodation for residentials will be provided.  |
| <b>Frequency:</b>       | A two-week block ( <b>Saturday 8<sup>th</sup> July - Friday 21<sup>st</sup> July 2023</b> )   |

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## **Main responsibilities:**

- To provide first-line support for Summer School participants both face to face and online
- 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 being in a residential setting.
- 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 delivery of academic sessions, facilitating discussions and questions where required.
- To take part in all tutor group and social sessions 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 report any problems to the staff in charge of the Summer School.
- To communicate any concerns about young people, staff or other ambassadors to staff in charge of the Summer School, following the procedures explained during training.
- To carry out any duty that may be allocated by 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.

| Specification  | Essential | Desirable |
|--|-----------|-----------|
| 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, show initiative 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.**

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