



Role title: **Summer School Ambassador (residential)**

The following description relates to the Widening Participation Summer Schools. In 2024, we will be delivering the summer school as a full residential. Follow up activities after the summer school will be run online.

This role profile relates to the role of a Summer School Ambassador and does not relate to the additional welfare role. A full role description for ambassadors interested in the welfare role will be shared ahead of individual interviews.

Department: External Relations

Reporting to: Widening Participation Programmes Team, part of Student Recruitment (Widening Participation and Outreach).

Purpose of role: 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.

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.

This role carries a high level of responsibility. Communication and teamwork skills are essential. 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. You will be working with participants and ambassadors from a wide range of backgrounds and beliefs, so it is essential you are able to maintain professionalism at all times and have the ability to work positively and respect those who may have differing opinions and beliefs to your own.

Rate of pay: Standard hourly Ambassador rate, - currently £11.68 p/h including holiday pay

Location: All residential summer schools will be delivered on University Park Campus. Accommodation for residentials will be provided. Please note it is a requirement of the role that you stay in summer school accommodation during your role.

Frequency: A two-week block (**Saturday 6th July - Friday 19^h July 2024**)



Main responsibilities:

- To be the first point of support for Summer School participants both face to face and online.
- To act as a group lead 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, fellow ambassadors and Summer School contributors and participating fully in all ambassador teamwork.
- To always maintain professionalism, maintaining positive communication and professionalism with fellow ambassadors even when off duty.
- 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 all protected characteristics.
- 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 the 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 all activities, showing initiative and supporting ambassadors and staff at all times	*	
Ability to act as a positive role model to represent the university and set standards of expected behaviour, as outlined in the ambassador code of conduct	*	
An awareness and understanding of protected characteristics and the ability to work positively with others from differing backgrounds and with differing beliefs	*	
Demonstrable ability to follow instructions fully, demonstrating 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.