



## Student Ambassador role profile

<b>Job title</b>	Student Ambassador	<b>Department</b>	Student Recruitment (Widening Participation, Outreach and Events)
<b>Location</b>	University of Nottingham campuses	<b>Rate of pay</b>	National living wage of £11.44 per hour (plus holiday pay)

### Purpose of role

Ambassadors represent the University and support outreach activities and events across Student Recruitment Outreach, Widening Participation and Events, working with students across all levels of education from primary school age through to mature students to provide information about studying at university.

The role incorporates work with students from all backgrounds, therefore we would particularly welcome applications from students from under-represented backgrounds on the ambassador scheme in particular:

- Black Asian and minority ethnic students
- Students who identify as male

We will make reasonable adjustments to support ambassadors with additional requirements within their roles and encourage students with all levels of ability to apply.

Ambassadors must be available to work at least three shifts within a 12-month period.

### Main Responsibilities

Ambassadors actively support in the preparation, set up and delivery of student recruitment events such as school visits, open days, offer holder days and virtual events. Ambassadors are responsible for helping school and college students and their guests to have the best visitor experience possible, both through customer-facing responsibilities and duties - to ensure that visitors are actively welcomed and assisted through behind-the-scenes set-up, delivery, and pack-down.

#### Supporting event delivery

- Preparing event materials in advance, including stock taking
- Setting up and packing down venues for events including setting up registration tables, distributing signage and tidying of venues after events



## Engaging with visitors

- Act as first point of contact meeting and greeting visitors.
- Providing visitor support at activities held around the campuses.
- Delivering campus tours.
- Representing the university, engaging with visitors and sharing knowledge about university life in order support students participating in activities in being able to make an informed decision on the university options.
- Providing visitor directions around campus.
- Registering visitors at events and allocate tickets for talks, tours and other activities.
- Ensure the safety of groups of visitors whilst on and off campus, in line with Health and Safety and Safeguarding guidance.
- Support staff members to deliver outreach sessions, actively participating and assisting in the delivery of activities and presentations.
- Comply with university policies and legal requirements, to ensure that all information provided is fully accurate and correct.
- Ensuring accessibility to the wider community, actively encouraging inclusion and seeking to involve others.

## Why become an ambassador?

- Becoming a student ambassador offers you the opportunities to develop a wide range of skills and experiences such as:
  - Teamwork
  - Leadership
  - Communication
  - Presentation skills
  - Public speaking
  - Organisation
- Gain valued and demonstrable work experience to put on your CV.
- Get involved in the university community and share your experiences with prospective students.
- Motivate and inspire young people.
- The flexibility to work around your studies and earn the National Living Wage.
- Have the opportunity to gain a Nottingham Advantage Award as part of the scheme (links to the 'Inspiring Young People' module).



## Person specification

	Essential	Desirable
<b>Qualifications/ Education</b>	<ul style="list-style-type: none"> <li>• A current student at the University of Nottingham</li> </ul>	
<b>Knowledge/ Skills/ Training</b>	<ul style="list-style-type: none"> <li>• Knowledge of the University of Nottingham and Nottingham city</li> <li>• Knowledge of the higher education application process and timescales</li> <li>• Good communication skills</li> <li>• Ability to work independently</li> <li>• Ability to manage time effectively</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of Widening Participation and barriers to progression to HE</li> <li>• Leadership skills</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working as part of a team to achieve a shared objective</li> <li>• Experience of using initiative to solve problems</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with people from a variety of different backgrounds</li> <li>• Customer service experience</li> <li>• Experience of presenting to groups</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Reliable and trustworthy</li> <li>• Approachable and friendly</li> <li>• Flexible and enthusiastic approach to work</li> <li>• Professional attitude to work</li> <li>• Responsible role model</li> <li>• Inspiring and enthusiastic</li> <li>• Proactive and able to use own initiative</li> <li>• Ability to empathise with a range people from different backgrounds</li> </ul>	