Job Description: Student Ambassador Role

**Department:** Student Recruitment and Widening Participation (External Relations)

**Application Deadline:** 11.59pm on Sunday 13th October 2019.

We particularly encourage applications from those identifying as BAME (Black, Asian and Minority Ethnic), and those meeting any of the following widening participation criteria, who are currently under-represented within this area of the University:

- Students who have participated in one of our WP programmes e.g. Green Apples, Next Step York, Pathways to STEM, Pathways to Medicine, Shine and YESS
- Care Leavers
- Young Carers
- Students from military families
- Students with refugee status
- Students who are first in their family to study at university
- Mature Students

Students meeting any of the above criteria will be guaranteed an interview upon submission of a complete application.

All applications will be treated on merit.

**Background**

The University of York Student Recruitment and Widening Participation teams work with schools and colleges locally, regionally and nationally, as well as with prospective students and their supporters, to provide information about higher education and the University of York specifically, and to promote fair access to higher education. Activities and projects led by both teams include school visits, Open Days, campus visits, taster days and talks in schools, all of which are designed to raise aspirations and awareness and broaden access to university.

**Main Duties and Responsibilities**

Student Ambassadors are involved in a range of student recruitment and widening participation activities. The most frequent examples are:

- **School Visits**
  Weekly school visits are conducted for pupils in Years 6 to 13 from a range of local, regional and national schools and colleges. These can include one-off school visits and those arranged as part of our long term programmes; Shine, Green Apples, Next Step York and Realising Opportunities, amongst others. Visits are designed to raise awareness of all that higher education (HE) has to offer. Some visits have a general HE overview, whilst others are designed to encourage students to consider the University of York specifically.

- **Campus Tours/ Visit Days**
  Campus tours are an integral part of almost all Student Recruitment and Widening Participation activity. Ambassadors will be expected to tailor tours according to their audience which could include primary school pupils, prospective students, parents and carers to ensure appropriate and relevant information is provided. Ambassadors will highlight the University facilities as well as answering any questions their group may have whilst ensuring they give a fair and accurate impression of the University.
• **Open Days**
  Student Ambassadors play a key role in our annual undergraduate Open Days in June/July and September, where we welcome around 12,000 visitors to campus for each Open Day. Open Days are a crucial element of our conversion activity to encourage prospective students to apply to York. Student Ambassadors provide support across campus on our Open Days, welcoming visitors, providing directions, answering visitors’ questions and acting as the ‘face’ of the University.

**Student Ambassador Qualities:**
- Ability to work with diverse groups
- Enthusiasm and willingness to take part in activities and encourage others to do so
- Natural leadership skills, with the ability to use their own Initiative when needed
- Demonstrate professionalism - impeccable time management & communication skills
- Passionate about University life
- Positive, confident and knowledgeable role models
- Reliable and trustworthy

**Person Specification**

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<tr>
<th>Attributes</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Qualifications</td>
<td>Current York undergraduate</td>
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<tr>
<td>Experience</td>
<td>Experience of working as part of a team</td>
<td>Experience of working with young people</td>
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<td>Experience of, or a thorough understanding of, the British Education system</td>
<td>Experience of working in a customer facing environment</td>
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<tr>
<td>Knowledge</td>
<td>Knowledge of the UCAS application process</td>
<td>Thorough knowledge of the University of York and opportunities available such as societies, sport, YUSU</td>
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<td>Knowledge of the University of York application procedures for services such as accommodation</td>
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<td>Awareness of the barriers faced by young people from groups underrepresented in higher education.</td>
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<td>Skills &amp; abilities</td>
<td>Ability to communicate effectively with varied audiences</td>
<td>Experience of giving presentations or public speaking to a range of audiences</td>
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<td>Excellent interpersonal and communication skills (verbal and written)</td>
<td>Ability to use initiative and have a creative approach to problem solving</td>
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<td>Excellent time management and organisational skills</td>
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<td>Proactive team player</td>
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**Pay**
Ambassadors under 25 years old: £7.70/hr plus holiday pay
Ambassadors aged 25 years and over: £8.21/hr plus holiday pay
Expectations
Student Ambassadors are required to work a minimum of 24 hours throughout an academic year (October - September). Shifts are available on an ad hoc basis throughout the year (both in and outside of term time). Allocation of shifts is conducted fairly so that a variety of degree disciplines is represented at each event. Allocation of work will be flexible in nature and will be allocated on a mutually acceptable basis. Events can take place on weekdays, evenings or weekends. The team also ensure working hours are balanced for each Ambassador, ensuring that those with a busy timetable have the same opportunity to fulfil their hours as someone with less contact time in their department.

Benefits
- Develop key employability and interpersonal skills
- Flexible earning potential to fit around study
- Opportunity to get involved with different types of work across campus
- Inspire young people to enter Higher Education
- Gain recognition by using the ambassador experience as part of your application to the York Award

Criminal Convictions
This role is exempt from the Rehabilitation of Offenders Act. Consequently, all applicants will be asked to declare both unspent and spent convictions on their application form.

Appointment of successful candidates will be conditional on a Disclosure and Barring Service (DBS) check which is arranged and paid for by us. Please note that if you have lived or travelled abroad for more than 3 months you will also be required to complete an overseas check before you can start work as an ambassador. See here for more details.

You will need to undertake a Right to Work check with HR which requires your passport (and visa if a Tier 4 student). If no passport is available then other documentation has to be taken to our HR Office.

Please note that a UK/EU student under the rules of the University is not permitted to work more than 20 hours per week in term time. It is your responsibility to ensure the totals hours you work does not exceed this.

International students will have stamped in their passports the number of hours they are entitled to work.

Tier 4 requirements
Students holding a Tier 4 visa will also need to register with Human Resources (HR) in order to work as a Student Ambassador. Tier 4 visa holders are entitled to work during their studies, as long as the wording on the visa does not prohibit it. Students on full-time degree courses are allowed to work a maximum of 20 hours per week.

Privacy Notice
Please see the University of York privacy notice attached here pending approval of the updated Student Ambassador version.

Start date
Start date will depend on a completed Right to Work and DBS check.

Training
Full training is provided for the role and will take place on 6th and 7th November 2019, lasting 5 hours. Attendance at one of these sessions is mandatory. You will be paid for attending a training session.
Uniform
All Student Ambassadors will be provided with a turquoise T-shirt and separate name badge. Hoodies are available to purchase at a discounted price. Please note that we are unable to replace any lost item of uniform, so you will be required to pay for a replacement.

Application process
To apply, please visit https://york.targetconnect.net/home.html and search for the Student Ambassador vacancy. The application deadline is 23:59 on Sunday 13 October 2019.

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All applications will be treated on merit.

Successful applicants will be invited to attend a group interview on either 25 or 28 October.

Further information:
If you have questions about the application process or require more detail about the role, please contact: admissions-Ambassadors@york.ac.uk or call 01904 324639