

The following position is open to Students studying at the University Centre South Devon

JOB DESCRIPTION

POST TITLE: UCSD Student Ambassadors
DEPARTMENT: Higher Education
GRADE: £9.81 per hour (inclusive of Holiday Pay)
HOURS: Various - as required on behalf of South Devon College and on behalf of Next Steps SW

This vacancy will involve working with children and/or vulnerable adults and any appointment will be subject to receipt of clearance for the Protection of Children from the Criminal Records Bureau.

Responsible to: Higher Education Deputy Manager – Recruitment, Admissions and Engagement

Functional links with: Higher Education Manager, Next Steps SW Outreach Officers, HE Administrator

OVERALL PURPOSE OF JOB:

The primary purpose of this role is to work with College staff and/or on behalf of the College to raise awareness of the opportunities presented by Higher/University Level Education and of the pathways available to access Higher/University Level Education. The role will also encompass activities to raise the aspirations of prospective students of all ages, and support the aim of widening participation, through the sharing of knowledge and experience.

You will also be expected to offer support to all the learners, their careers/guardians, parents, teachers and fellow staff members involved in the activities, in a safe and friendly manner. One of the Ambassador's main objectives will be to help participants to become fully aware of their capacity to succeed in education, and help them to gain a realistic, but imaginative insight into the range of courses, careers and employment prospects or opportunities that higher education can open up for them.

MAIN DUTIES/ RESPONSIBILITIES

- To work with the College staff to provide information about Higher Education
- To help learners find out about courses that are available and guide them in that search
- To participate in workshops and sessions run by the College
- To participate in HE/FE days at local FE colleges or Sixth Forms
- To attend as a Student Ambassador to events and workshops in schools, colleges and the wider community (Eg Compact, Schools & Colleges Liaison, Open Days, Visit Days, Parents Evenings etc)
- To prepare short presentations and materials based on your own experiences of education and current area of study
- To sit on student panels (being asked about student life and your courses)
- To promote UCSD activities to schools and colleges (Eg, open days, preview days etc)
- All staff are responsible for ensuring compliance with College Health & Safety requirements and regulations
- All staff are required to positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the university's Equality and Diversity Policy
- All staff are responsible for carrying out appropriate communication and information sharing

Person Specification

Criteria	Essential	Desirable
Qualifications/ Education Training		Working in a customer service Environment Working with young people
Knowledge	Knowledge of the barriers that prevent people continuing their education	Knowledge of the South Devon College Campus Knowledge of Student Union Knowledge of student opportunities Knowledge of the Widening Participation agenda Knowledge of Child protection issues
Experience	Experience in working in a small team Experience in working with young people	Experience of working in a customer service environment Experience of working with/in schools, community groups, adults Experience in giving presentations
Skills / Abilities	Excellent communications skills, both written and verbal Excellent organisational and time keeping skills Ability to motivate and communicate well with young people and young adults Flexible	Ability to talk publicly Ability to 'Meet & Greet' members of the public and prospective students Experienced in the use of Power point Good presentation skills
Other job related factors	Must be flexible in approach to work Must be self motivated Friendly and Open Non Judgmental Positive Attitude Must be committed to the principles of South Devon College and Higher Education	Ethical Emotionally intelligent Positive Out going Open