



STUDENT PROGRESSION TEAM AMBASSADOR

JOB DESCRIPTION

POST TITLE	Student Progression Team Ambassador
DEPARTMENT	Widening Participation and Outreach Team (Student Recruitment, Outreach and Admissions Service)
SALARY	£8.26 per hour (plus £1.00 holiday pay)

Ambassadors are paid for 2 hours per mentoring session to include session delivery time and to cover transport costs. All compulsory training sessions and optional campus visit days are paid on the hourly rate above.

COMPULSORY DATES

All shortlisted candidates will be invited to a Selection Event and attend compulsory training. These dates are fixed and if you are unable to attend we will not be able to consider your application this year.

Selection Event: Tuesday 14th November 2017 (5.00pm – 7.30pm)

Training: Saturday 2nd December 2017 (all day) and Tuesday 5th December

Launch Event: Wednesday 10th January 2018 (3pm – 7pm)

Mentoring sessions in schools are all delivered during Term Two – please refer to key dates document for further details. Successful candidates will be asked for their availability to be matched with a suitable school placement.

CLOSING DATE Complete the online application form by **Wednesday 25th October 2017**

ABOUT THE STUDENT PROGRESSION TEAM

The Student Progression Team programme is an innovative partnership placing current University of Warwick students as Ambassadors into local schools across Coventry and Warwickshire. Ambassadors work with the same small group of Year 9 and 10 pupils to design and deliver a variety of interactive and engaging activities. The programme works specifically with pupils who may not be from a background that traditionally move onto university but have the potential to progress to Higher Education.

Ambassadors work with a group of 8 pupils to design and deliver hour-long weekly sessions over a course of 6 to 8 weeks. Sessions aim to raise aspirations, boost confidence and support pupils to make informed choices about their future. At the end of the programme, all pupils are invited to a day of taster sessions at the University of Warwick.

JOB ROLE

- Attend initial training and regular meetings with University Coordinator
- Travel independently to your school placement
- Plan and prepare a lesson plan and activity resources for in-school sessions
- Deliver 6 to 8 hour-long interactive sessions in-school
- Engage positively with a small group of students
- Support end of programme campus visit days in May 2018

RESPONSIBILITIES OF A STUDENT PROGRESSION TEAM AMBASSADOR:

- Undertake an enhanced Disclosure and Barring Service (DBS) check (cost covered by Student Progression Team).
- To act in a professional and safe manner whilst in-school, in accordance with the code of conduct set out during training sessions
- To represent the University of Warwick professionally and to adhere to child protection guidelines in accordance with the code of conduct.
- Work closely with and communicate effectively with University Coordinator
- Maintain clear records and submit payment documents for all sessions completed

PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS The postholder must be able to demonstrate:	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS	MEASURED BY: A) Application Form B) Training Assessment
Be a current student at the University of Warwick	E	A
Be committed to the aims of widening participation, raising awareness and aspiration for higher education	E	A, B
Excellent time management and organisational skills	E	B
Evidence of team working skills and taking initiative	E	A, B
Excellent communication and interpersonal skills	E	A, B
Ability to work independently	E	A, B
Excellent presentation skills and ability to adapt communication to suit a younger audience.	E	A, B
Experience of working with young people, or mentoring	D	A, B
Experience of Widening Participation activities	D	A, B