Introduction
The UniTracks programme is run by The University of Warwick Widening Participation team. It is for young people from Widening Participation backgrounds, going to local schools, who have an interest in Arts and Humanities. The programme has different aims for each cohort of participants year 8 (Explore), 9 (Develop), 10 (Equip) and 11 (Attain).

What does the Widening Participation (WP) team do? Some young people may not have certain advantages which enable them to easier access higher education. For example; coming from a low-socioeconomic background, being the first in your family to go to university, living in an area with low progression to University, those on Free School Meals or families in receipt of financial support. Those from WP backgrounds may also be young carers, spending time in Local Authority Care as well as mature students or estranged students. Our aim, as the WP team, is to remove some of the barriers WP students face.

We run the UniTracks programme in the hopes of building the confidence of young people, whilst building on skillsets and providing information, advice and guidance about Higher Education, as well as futures in Humanities and Arts subjects.

The role of a UniTracks ambassador is vital in helping us to succeed I this. An ambassador works as a role model for these young people, supporting them and the WP team to provide exciting and engaging events throughout the year, to inform and inspire young people.

Location
The University of Warwick, Gibbet Hill Rd, Coventry CV4 7AL as well as potential off-campus events, and online events (Microsoft Teams or Zoom).

Dates
Events take place across the year, beginning in January and commencing in June, with some events taking place during the Easter Holidays. A calendar of UniTracks events will be provided to ambassadors. There is an expectation that you will attend the majority of UniTracks events. Occasionally due to unforeseen circumstances, dates or timings for events may be changed, or events rearranged. Where this is the case, we will inform you with as much notice as possible.

UniTracks Ambassadors also have the option to become a mentor for a small group (up to 5) young people per year. Dates and times for mentoring are subject to your availability and the schools preference.

Working Hours
The UniTracks programme offers great flexibility, the UniTracks Team (Paul & Olivia) will email ambassadors with the dates of upcoming events, giving you the opportunity to pick up a shift as and when suits you. There is an expectation that you will attend the majority of UniTracks events.

Most events take place on Saturdays 9am until 2pm, with occasional events on Wednesday’s, however some events may be in the evening.

Staffing
All events are lead by the Widening Participation’s UniTracks Team, Paul (WP Officer) and Olivia (WP Assistant Officer) supported by the Sustained Engagement Manager, Catherine. Other members of the WP team may also be in attendance or involved in UniTracks events.

**Pay**

This position is paid at the [UK Living Wage](https://www.gov.uk/government/publications/minimum-living-wage-rate) - £11.50 / hour. You will be paid via [UniTemps](https://www.unitemps.com/).

**Breaks**

Most events are no longer than 6 hours, so there are no breaks. Where events are over 6 hours, you will be provided with an un-paid break. During events lunch is provided for you, you will be expected to eat lunch with participants. We cater for all dietary requirements where possible.

**Expenses**

Where events are off-campus you may claim for the expenses incurred via public transport or mileage if travelling by car, during some instances transport will be provided for you.

**Duties**

- To contribute to a strong team culture amongst all ambassadors and staff, building positive and supportive relationships that serve as a model to the young people.
- Facilitate skills sessions including ice breakers, team-building and reflective activities relating to the students’ experience of the conference.
- If selected, to mentor a group of up to 5 young people, in schools or virtually, over the course of one term.
- Encourage students to actively participate in sessions and create a suitable classroom working environment with your fellow ambassadors and the UniTracks Team.
- To focus on the whole group of participants, not only one participant or more willing participants, seeking to engage all of the group and supporting them in developing their own confidence.
- Engage with students and talk through your experiences of applying to university, student life and your career aspirations, and encourage the students to achieve their full potential.
- Be a positive role model and lead by example.
- To encourage and build positive relationships with parents and carers, and schools.
- Adhere to the Staff Code of Conduct at all times and help to ensure your fellow ambassadors do likewise.
- Ensure students always adhere to the Student Code of Conduct.
- Maintain classroom discipline during sessions.
- Monitor behaviour during meals, breaks and movement.
- Report any child protection or safeguarding issues to a member of the team in a timely manner and following safeguarding training (provided).
- Assist the UniTracks Team with general duties and tasks and to respond to any ad-hoc requests relating to event support.
- To attend the required training events.
- To read event briefing notes prior to the event, as well as attending briefing sessions on the day of event, and potential debrief sessions at the end of an event.
- To provide feedback to the Unitracks team and to support with evaluating the programme.
- To complete administrative tasks prior to beginning the role in a timely manner, such as Right to Work checks, potential DBS checks and any other required paperwork.
**Person Specification**

Ideally you should satisfy most, if not all, of the following criteria:

**Essential**
- Current university student, preferably studying a degree in Arts or Humanities.
- Experience of working with young people.
- Awareness and understanding of the rationale behind Widening Participation and Social Mobility.
- Hardworking, personable and reliable.
- Ability to guide and motivate a group of young people through a variety of activities.
- Ability to work well in a team and communicate effectively.

**Desirable**
- Experience facilitating groups and leading interactive activities such as team-building activities, ice-breakers and reflections

**Training**

Subject to appointment you will be required to complete training and a current ‘clear’ Enhanced Disclosure and Barring Service (DBS) certificate with Children’s Barred List check.

**The provisional training date for this role is: Wednesday 25th October 2023 (Afternoon).**

**Additional Requirements**

We welcome applications form those with additional requirements and will support you and your success in the role in any way we can. If you require any reasonable adjustments during the application process, selection even or anything else, please get in touch with the UniTracks Team.

**How to apply**

Please complete the [application form](#) to register your interest in this role.

For any questions, please contact UniTracks@Warwick.ac.uk

**Please hold Wednesday 1st November (Afternoon) for the selection event.**

**Other opportunities**

We are committed to supporting our ambassadors to gain the skills and experience to support with their future and goals. Those appointed in the role will be welcomed to speak with the WP team, to see if we may support you to gain any skills or experience you feel is beneficial.

We strive for a positive working environment and hope for all ambassadors to feel welcomed, supported and to have fun! There may be optional socials for WP ambassadors throughout the year, where you are invited to meet fellow WP ambassadors and the WP team.

The WP team coordinate lots of programmes and events for prospective and current students. There may be other opportunities throughout the year to support in other events.