

# Warwick Scholars Residential Ambassador General Job Description

We are recruiting Residential Event Ambassadors for the following residential:

- 24-25 August: Warwick Scholars Launch Residential

**Pay rate: £9.50 plus £1.15 Holiday Pay (Pre-AWR)**  
**£9.50 plus £1.94 Holiday Pay (Post-AWR)**  
 (Hours will depend on shifts allocated to)

Info regarding Agency Worker Regulations (AWR) can be found here: <https://www.unitemps.com/wp-content/uploads/AWR-full-version1.pdf>

## What is the Warwick Scholars Launch Residential?

Warwick Scholars is a programme which works with sixth form students in the Midlands who are from under-represented or less socioeconomically advantaged backgrounds to support them in attaining the grades, knowledge and confidence that they need to attend and succeed at Warwick. This is achieved through mentoring, tutoring, revision support and academic enrichment. This event is the launch of the programme for students starting the programme this year. The students will be year 12, going into year 13 in September 2022 and who will be applying to university in the 2022-23 UCAS cycle.

The purpose of this event is for the students to get to know each other, understand how the programme will work, start thinking about the UCAS application process and get to know a bit more about the university, including staying overnight in student accommodation.

## PERSON SPECIFICATION/SKILLSET REQUIRED:

REQUIREMENTS	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS	MEASURED BY: A:Application Form S:Selection Event
The postholder:		
Be a current student at the University of Warwick (or are due to graduate in July 2022)	E	A
Be currently working as a Warwick Welcome Service Ambassador or as a mentor on one of the Widening Participation programmes (e.g. Warwick Scholars Mentor, Pathways Mentor, RO Mentor, Experience Warwick Mentor etc.)	D	A
Have experience of working with young people from Widening Participation (WP) backgrounds	D	A
Be committed to the aims of WP, raising awareness and aspiration of higher education	E	A
Be committed to working with young people over the course of the Launch Residential	E	A
Have an enthusiasm for higher education and the ability to explain the benefits of higher education to young people	E	A,S
Demonstrate evidence of team working skills and taking initiative	D	A,S
Have excellent interpersonal/communication skills	E	A,S

Demonstrate experience of WP activities and knowledge of the opportunities and support available to WP cohort students	D	A
Be self-motivating with the ability to work without direct supervision and to be able to work as part of a team	E	A,S
Be available for all training and briefing sessions	E	A

#### RESPONSIBILITIES OF A SUMMER LAUNCH RESIDENTIAL PRE-EVENT:

- To undertake an enhanced DBS check and provide all relevant documentation to Unitemps.
- Complete all forms as required by Unitemps and provide references if necessary.
- To appropriately prepare for the residential by reading all briefing information and instructions.
- To attend any training or information events; dates will be dependent on the Summer School you are selected to work on.

#### JOB ROLE SPECIFICATION

<b>Day Residential Ambassador</b>	
<ul style="list-style-type: none"> <li>• Be responsible for working with a group of students throughout the residential in a variety of daytime sessions and evening social activity alongside another Residential Ambassador</li> <li>• Supervise a group of students in their flat with another Residential Ambassador</li> <li>• Ensure that their group is attending sessions and activities in a timely and orderly way</li> <li>• Establish rapport and create a sense of community amongst participants and the staff team</li> <li>• Help their group engaging with the activities and sessions</li> <li>• Provide pastoral and logistical support to participants, resolving any minor issues and communicating any concerns to staff</li> <li>• Support residential event managers in the smooth running of the residential and undertake ad-hoc tasks as required</li> </ul>	
<b>Dates:</b>	Wednesday 17 <sup>th</sup> August 2022 – event briefing Wednesday 24 <sup>th</sup> – Thursday 25 <sup>th</sup> August – residential event
<b>Staffing</b>	24 ambassadors
<b>Working hours</b>	<i>Wednesday 24 August</i> <i>09:00-23:00: 11 hours of work within this timeframe</i> <i>Thursday 25 August:</i> <i>08.00-16.00: 8 hours of work</i>
<b>Pay</b>	<ul style="list-style-type: none"> <li>• £9.50 plus £1.15 Holiday Pay (Pre-AWR) / £9.50 plus £1.94 Holiday Pay (Post-AWR)</li> <li>• Which represents up to £520 (Pre-AWR) / £560 (Post-AWR)</li> </ul>

**Night Shift**

- Ensure the safety and wellbeing of participants and staff overnight
- Enforce the curfew at the end of the day, ensuring that all participants are in their own bedroom
- Walk around the building regularly to ensure everyone's safety
- Be a first point of contact during the night for participants and Residential Ambassadors to help resolve minor issues
- Contact Security and Conferences Night Manager if necessary, to help resolve minor issues
- Report incidents and alert the Residential Event Manager as necessary
- Liaise with the daytime staff to pass on relevant information and ensure everyone's wellbeing and safety
- Take part in evening social activity and establish rapport with the participants, Residential Ambassadors, and the staff team
- Support Residential Manager in the smooth running of the Summer School and undertake ad-hoc tasks as required

<b>Dates:</b>	Wednesday 17 <sup>th</sup> August 2022 – event briefing Wednesday 24 <sup>th</sup> – Thursday 25 <sup>th</sup> August – residential event
<b>Staffing</b>	4 ambassadors
<b>Working hours</b>	Wednesday 24 <sup>th</sup> August                      20:00-8:00 – 12 hours of work
<b>Pay</b>	<ul style="list-style-type: none"><li>• £9.50 plus £1.15 Holiday Pay (Pre-AWR) / £9.50 plus £1.94 Holiday Pay (Post-AWR)</li><li>• Which represents up to £340 (Pre-AWR) / £366 (Post-AWR)</li></ul>