

Realising Opportunities – RO Ambassador - Job Description

Rate of Pay: £ 9.90 per hour (+ holiday pay per hour)

Position Available: 15th November 2022 until 31st August 2023

The [Realising Opportunities Programme](#) is seeking **10 male Warwick students across our three faculties** to provide support to its activities and events throughout 2022/2023. The programme is delivered through on campus and online activities to support teachers and post-16 students on our access programme.

The role

As a RO ambassador you would be expected to support the delivery of key programme events.

Your role would mainly consist of:

Supporting the delivery of key events such as:

- The Launch – on campus on 25th January and online on 8th February 2023
- The Online National Student Conference – A Saturday in March 2023
- The Academic Skills Module – 15th June 2023- On campus

You role at these events would be:

- Leading on meet and greet discussions as well as deliver short activities aimed at developing academic skills or provide guidance in person or online in breakout groups (usually a maximum of about 8 students with another ambassador)
- Moderating discussions online or in person and monitoring participants' behaviour.
- Providing feedback to participants on their project work and online portfolio
- Giving advice and information about university life, the application process, how best to prepare for university
- Creating digital resources for the programme (e.g.: writing a short blog entry on your experience, making a short vlog or creating a quiz)

Training and requirements

| Knowledge, skills and experience required for the role | Essential | Desirable |
|---|-----------|-----------|
| Excellent oral and written communication skills – presentation skills | X | |
| The ability to work independently | X | |
| The ability to use initiative and work well in a group | X | |
| Be a current student at the University of Warwick | X | |
| Reliable, mature approach | X | |
| Experience in delivering a high-quality customer service | x | |
| Knowledge of what is safe content and safe behaviour when interacting with young people | X | |
| Knowledge and experience of writing blog posts | | X |
| An awareness of issues relating to progression to higher education | | X |
| An awareness of issues relating to young people from under-represented groups in higher education | | X |
| Experience of working with young people | | X |

For this role, you will receive training on:

- safeguarding
- how to give constructive feedback
- how to lead a small group work online and in person

Payment will be made via Unitemps. If you are shortlisted, Unitemps will send you an email to register you and check your eligibility to work. You cannot work for us until this process is complete so please keep an eye on your email and respond promptly to them.

If your application is successful, and you have not already done so through your University, you may be required to complete an application for an enhanced disclosure from the Disclosure and Barring Service as this role involves working with young people under the age of 18. This cost of this will be met by RO.

Key dates

Before applying, check your availability against the key dates.

There will be additional opportunities to work with our wider access programme team throughout the year and we will contact you first via our RO ambassador hub.

To apply please visit our [website](#) and submit an application form. Shortlisting will be done on the sole basis of this form and there will be no interview.