

UniTracks 2026-2027 Ambassador Job Description

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 from Years 8 (Explore) and 9 (Develop).

What does the Widening Participation (WP) team do? Some young people may face certain barriers that impact their access to higher education. For example, coming from a low-socioeconomic background, being the first in their 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, have spent time in Local Authority Care, or are mature students or estranged students. Our aim, as the WP team, is to remove some of the barriers that WP students face.

We run the UniTracks programme in the hopes of developing confidence in young people, building on skillsets and providing information, advice and guidance about Higher Education, as well as Humanities and Arts subjects and what their graduate outcomes can be.

The role of a UniTracks Ambassador is vital in helping us to succeed in 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, inspire and engage young people.

Location

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

Dates

Events take place across the year, from October to August, with some events taking place during the term 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.

Working Hours

The UniTracks programme offers great flexibility, the UniTracks Team (Paul) will email Ambassadors with the dates of upcoming events, giving you the opportunity to fit shifts around your schedule. There is an expectation that you will attend the majority of UniTracks events.

Year 8 events will be during term 2 in the day & Year 9 events take place on Saturdays 9am until 2pm.

Staffing

All events are led by the Widening Participation's UniTracks Team, Paul (WP 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

£13.45 per hour plus £1.62 holiday pay per hour (Pre-AWR), £13.45 per hour plus £2.30 holiday pay per hour (Post-AWR)

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 and 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 programme.
- 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.
- Ensure you are behaving professionally 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 respond to all emails or other communications from the UniTracks Team, including availability to work.
- 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 18th November (afternoon)

Additional Requirements

We welcome applications from 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 event 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. Applications close on Friday 16th October at 5pm.

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

Please hold Wednesday 4th 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 all Ambassadors feel welcomed, supported and 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.