

JOB TITLE
Pre-University Summer School Student Ambassador (multiple positions)
ROLE
<p>The Pre-University Summer School (PRESS) is a 10-night residential programme for 15-17 year olds, who wish to experience what it is like to study at undergraduate level at a top UK university. We offer a choice of three pathways, A Taste of Economics and Finance, A Taste of Science and Engineering and a Taste of Social Sciences. Alongside their academic pathway, students will come together to undertake skills and development sessions and experience a busy wraparound social programme including a welcome BBQ, team building, bowling, day trips to Oxford and London. It is a really exciting programme, and we try to make sure that the students have a brilliant student experience during their time with us!</p> <p>We appoint a team of Student Ambassadors to support the programme. The Ambassadors play a very important role because they help us meet our legal duty to safeguard these students while they are on the programme; create a welcoming and inclusive environment and encourage active participation in all elements of the programme and enhance the student experience by sharing their own experiences of applying to university and student life.</p> <p>As a Student Ambassador, you will take charge of an assigned group of Pre-University students (no more than 12 students per group) for the duration of the 10-night programme. You will be responsible for your group of students during free time in the evenings, social events and trips. You are required to attend all the social activities on the programme, and will be on a rota system to cover meal-times so that students on the programme have various contact points throughout the day with the Ambassador team.</p> <p>Each Student Ambassador will be on a rota to provide overnight cover in Sherbourne Halls of Residences, and following an overnight on call shift you will have the following day off to enable you to rest appropriately.</p> <p>The Student Ambassadors are supported by two Senior Student Ambassadors and the PRESS Programme Support Team.</p> <p>The Student Ambassadors are required to stay overnight in accommodation with the students for the duration of the programme, so on campus accommodation is provided as part of the remuneration package. The 10-night programme is fully catered and this is also included for ambassadors.</p> <p>Student Ambassadors are required to undergo a DBS check and undertake training for the position, and it is expected that they will undertake this training on the date specified on the job advert.</p>
DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> • Be a positive role model and lead by example at all times during the programme. • Represent Warwick professionally and adhere to safeguarding laws and best practice in accordance with the staff code of conduct and help to ensure your fellow ambassadors do likewise. • Take charge of an assigned group of Pre-University students (no more than 12 students per group) for the duration of the Summer School including overnight (on a rota basis). In the main, ambassadors will be responsible for the students during mealtimes (on a rota basis), in the evenings, free time and during social trips as well as staying overnight in Halls of Residences. • Provide extra support to students within the group who may have additional needs • Monitor behaviour and ensure the Code of Conduct is adhered to at all times by the Pre-University students.

- Support in the running of sessions, trips and social events at various stages during the Summer School.
- Arrange games/activities to keep students occupied during free time on campus.
- Engage with the students where possible and talk through your experiences of applying to university, student life, your career aspirations and encourage the students to achieve their full potential and actively participate in the Summer School.
- Report any incidents which occur to a Senior Student Ambassador immediately; this includes any incidents involving other ambassadors as well as the Pre-University students.
- Assist the staff team with general duties and tasks and with the arrangements for free time activities and other logistics.
- Work closely with and communicate effectively with the Senior Student Ambassadors and the Summer School staff team.

SKILLS AND EXPERIENCE *(The experience, training, qualifications and authorisation that the jobseeker will need by law to carry out the work)*

To be appointed to the role of Pre- University Student Ambassador, it is essential that you demonstrate the following:

- You are a current undergraduate or postgraduate Warwick student.
- You are currently or have been a student ambassador, undertaken mentoring either at Warwick or elsewhere.
- You have worked with young people before and understand the safeguarding challenges when working with minors.
- You have experience of working on a residential programme, either at Warwick or in a similar environment.
- You have excellent organisational skills with the ability to work in a demanding environment.
- You can show evidence of team working skills, resilience and taking initiative.
- You have excellent interpersonal skills with the ability to communicate effectively with people from diverse backgrounds, particularly younger people.
- You have the ability to deal with issues calmly and effectively, knowing when to escalate and to whom.
- You will be able to work under independently with limited instructions.