

RECRUITMENT PACK

This document includes the following information:

- Job Description
 - Person Specification
 - Additional information
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Making an application:

To apply for this role, you must be a current UG or PG student at the University of Essex, based at Colchester or Southend campus. Please follow the application link below to complete an application form:

<https://ap.heat.ac.uk/apply/form/22349/student-ambassador-application-form-autumn-2024>

Our commitment to Equality, Diversity and Inclusion

At Essex our people are at the centre of everything we do and we aspire to build a culture in which every member of the University feels valued and can flourish.

We are committed to equality of opportunity, to being fair and inclusive. We therefore particularly encourage applications from candidates who are likely to be underrepresented in our workforce.

These include people from Black, Asian and Minority Ethnic backgrounds; disabled people and LGBTQ+ people and from women in our grades 9-11 roles.

The [diversity of our community](#) is more than where our staff and students come from. More than 1000 of our staff and students identify as LGBTQ+, more than 1,300 have declared a disability and many members of our community follow a religion or belief.

You can read more about our commitment to Equality, Diversity and Inclusion [here](#).

Our [Strategy](#) sets out how we will do this through the delivery of a fair and supportive working environment for all.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation **AccessAble** who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 876559) for help.

Closing Date: 13 October 2024

Interviews are planned for: End of October/November *see general information

JOB DESCRIPTION REQ08905

Job Title:	Student Ambassador Grade 1
Contract:	Casual. On Demand
Hours:	Hours of work are flexible, allowing post holders to accept work around their studies and summer vacation activities.
Salary:	£12.00 an hour
Department/Section:	Communications and External Relations Section
Responsible to:	Student Recruitment Officer
Reports on a day to day basis to:	A variety of CER staff members
Responsible for:	No line management responsibilities
Purpose of job:	<p>University of Essex Student Recruitment and Outreach Student Ambassadors are current university students, trained to represent the University of Essex across Recruitment, Outreach and Marketing activities. Being a Student Ambassador provides students with exciting opportunities to develop sought-after professional skills, work with an engaged target audience and make the most of their University experience.</p> <p>Student Ambassadors will work in a diverse role on various events including those on campus, in schools and colleges and on virtual activities to promote the University of Essex and Higher Education (HE) more widely. Most events involve working with young people from ages 14-18 to raise awareness and aspirations regarding university, whilst encouraging students to consider applying to study at University of Essex.</p> <p>In addition, Student Ambassadors have the opportunity to work with our Marketing Team and on Unibuddy, our virtual platform allowing visitors to ask questions to Student Ambassadors regarding all aspects of university life. Student Ambassadors may also participate in events specific to their subject areas, such as Insight Days, alongside opportunities to connect with prospective students from their own home-countries. Student Ambassadors also provide administrative assistance when required for the Recruitment, Outreach and Marketing teams.</p> <p>Student Ambassadors will have an enthusiasm for HE, an interest in interacting with a wide range of people and possess the ability to work effectively as part of the team to deliver high quality support on events and activities, providing visitors with information about studying at the university. Our Student Ambassadors are positive role models for HE, their course and the University of Essex, and provide positive student perspectives to potential students and their guests.</p> <p>Our Student Ambassadors are typically confident communicators, passionate about university and Essex and are reliable. Working as a Student Ambassador can be very rewarding. The role can help you develop many skills including: communication, teamwork and presentation skills, as well as providing the experience of working with young people. The work undertaken as a Student Ambassador can be accredited through University's Chart My Path Award.</p>

Duties of a Student Ambassador:

- 1) Supporting the delivery of on-campus activities such as school campus visits, pre-application Open Days, post-application Applicant Days, and other large Recruitment and Outreach-focused events. Duties will involve tasks such as:
 - i. Helping set-up and pack down;
 - ii. Speaking to visitors, academic staff and external speakers;
 - iii. Escorting visitors to different campus locations/around events;
 - iv. Participating in student panels;
 - v. Student representatives for departmental activities throughout events, including applicant interview arrangements;
- 2) Undertaking campus tours for individuals and groups (both as part of the above events but also as bespoke requests).
- 3) Supporting the delivering of virtual Recruitment and Outreach activities, such as: responding to queries on online forums, having profiles on student engagement platforms (such as Unibuddy), being a point of contact for course-specific queries following marketing campaigns, taking part in student panels and delivering online presentations.
- 4) Working with the Marketing team to take part in social media campaigns across a variety of platforms including social media 'takeovers' video content and photography.
- 5) Representing the University and answering queries at a range of education exhibitions, both in-person and virtually. This duty may involve travel, including evening/weekend work and the possibility of overnight stays (of which costs will be covered by the University).
- 6) Accompanying staff on external visits to schools/colleges to support presentations and classroom-based activities;
- 7) Promoting the Essex experience positively through all duties of the role and providing a welcoming atmosphere to visitors on events.
- 8) Acting as a mentor to school students through activities such as residential and non-residential summer schools, and broader mentoring activities;
- 9) Supporting a range of administrative duties including data input, mailings, pre-event tasks etc;
- 10) Undertaking any other duties that may be assigned from time to time by the Outreach Officer, Student Recruitment Officer, Recruitment Events Officer, or their nominee.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

University of Essex
PERSON SPECIFICATION

JOB TITLE: Student Ambassador	POST REF: REQ08905
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Qualifications /Training

	Essential	Desirable
A current UG or PG student at the University of Essex (based at Colchester or Southend)	✓	

Experience/Knowledge

	Essential	Desirable
Knowledge of the provision and student experience at the University of Essex	✓	
Knowledge and awareness of the application process to university and financial support	✓	
Experience of public speaking/delivering presentations		✓
Experience of working with young people		✓
Knowledge and understanding of safeguarding in relation to working with young people		✓

Skills/Abilities

	Essential	Desirable
Ability to display enthusiasm about the University of Essex, an understanding of the UK higher education system and the benefits of higher education	✓	
Ability to work effectively as part of a team	✓ Assessed at interview	
Excellent interpersonal skills	✓ Assessed at interview	
Ability to respond to questions and seek appropriate answers	✓ Assessed at interview	
Ability to follow clear instructions	✓	
Ability to work with people from a wide range of backgrounds and ages	✓	
Ability to learn new information and effectively communicate this to a range of audiences	✓	
Exceptional spoken English and the ability to effectively communicate to large groups of people	✓ Assessed at interview	



Other

	Essential	Desirable
Ability to satisfy a Disclosure Barring Service check if required for agreed project work	✓	
Willingness to work the occasional evening/weekend	✓	

In accordance with Home Office guidance and the Asylum, Immigration and Nationality Act 2006 the University of Essex has a responsibility to ensure all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. This post does not meet the Skilled Worker eligibility requirements under the Home Office Points Based Immigration System, and therefore we are unable to provide sponsorship for this position. Further information about UK immigration and working in the UK can be found on the Home Office website; www.gov.uk/browse/visas-immigration

ADDITIONAL INFORMATION

General Information

Informal queries about the role can be directed to: ambmail@essex.ac.uk However, all applications must be made using the link below:

If you are unable to apply as per the instructions detailed above, then please contact us on ambmail@essex.ac.uk or by phone on 01206 874601.

Applications:

1. Please complete the application form by Sunday 13 October. You should ensure to refer to the Person Specification criteria and consider the attributes you possess that would make you a good candidate for the role, as well as any relevant experience.
2. Ensure you have completed all fields in the application form, including indicating your availability for the group interview and training
3. If you are invited to interview, you will be required to submit [Right to Work](#) documentation (National Insurance number, passport, relevant visa etc). You may wish to start to prepare these documents in advance.
4. You will receive communications detailing if your application has been successful or unsuccessful. Feedback on your application may be provided on request, but this cannot be guaranteed.

Link to application form: <https://ap.heat.ac.uk/apply/form/22349/student-ambassador-application-form-autumn-2024>

Interviews

Group Interviews

Monday 28 October, Tuesday 29 October, Wednesday 30 October, Thursday 31 October at the Colchester Campus

Friday 1 November at the Southend Campus.

Compulsory Training

Wednesday 27 November or Saturday 30 November at the Colchester campus

Thursday 28 November at the Southend Campus.

DBS

Student Ambassadors opting to work on certain projects may be required to complete a DBS check (Disclosure Barring Service). Further details will be given if a role that you apply for requires a DBS.

Our Strategy

Please find a link to the University of Essex Strategy webpages below:

<https://www.essex.ac.uk/about/university-strategy>

Pay and benefits

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development
- Family Friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeParkdaynursery.co.uk
- Relocation support package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension and bicycle schemes)

Staff communities, networks and forums

We are proud to have a number of [staff Networks](#) including: [Access Forum](#), [Black Asian and Minority Ethnic community Staff Forum](#), [Essex Women's Network](#), [Global Forum](#), [LGBTQ+ and Allies Community](#) and [Parent's Support Network](#).

Our Colchester campus based [Faith Centre](#) hosts regular services, meetings and events organised by our chaplains and faith representatives.

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Last updated: September 2024