

# Outreach Ambassadors Job Description

<b>POST TITLE:</b> Outreach Ambassador	
<b>DEPARTMENT:</b> Centre for Student and Community Engagement	<b>DATE COMPILED:</b> 01/10/2018
<b>WAGE:</b> £7.83 per hour basic pay, plus £0.95 per hour holiday supplement	<b>HOURS PER WEEK:</b> Variable
<b>DURATION:</b> Current Academic Year	
<b>IMMEDIATE LINE MANAGER:</b> Amy Manktelow (Student Employment Schemes Administrator)	
<b>DESIGNATION AND GRADE OF ANY STAFF SUPERVISED BY THE POST HOLDER:</b> None	
<b>JOB PURPOSE:</b> To assist staff in the delivery of a variety of activities aimed primarily at school and college pupils and their parents/carers.	
<b>PRINCIPAL DUTIES AND RESPONSIBILITIES:</b> <ol style="list-style-type: none"> <li>1. To provide support to University staff, classroom teachers and pastoral staff.</li> <li>2. To deliver short presentations to pupils and parents on a variety of themes associated with student life.</li> <li>3. To discuss and share experience of own education past and present, with pupils.</li> <li>4. To help to raise pupils' self esteem, motivation, confidence, persistence and application, through the successful completion of activities prepared by university staff.</li> <li>5. To help pupils to see the connection between the studies in which they are currently engaged and the future stages in their development.</li> <li>6. To act as a positive role model to pupils, particularly in relation to Higher Education.</li> <li>7. To participate actively in all sessions and activities.</li> <li>8. To act responsibly and appropriately when working with young people, their parents, teachers and NTU staff.</li> <li>9. To network with other Student Ambassadors and staff to share best practice (including attendance of training, review and evaluation meetings).</li> <li>10. To attend training sessions associated with the post.</li> </ol>	
<b>ADDITIONAL INFORMATION:</b> <ul style="list-style-type: none"> <li>• Transport to all events external to NTU will be provided when signing up for events, unless stated.</li> </ul>	
<b>SPECIAL REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>• All applicants must have no spent or current convictions relating to children and must be willing to undergo Disclosure and Barring Scheme (DBS) application with satisfactory results. Applicants agree to this information being shared with partner schools.</li> <li>• All applicants must be current HE students of Nottingham Trent University.</li> </ul>	
All staff are expected to comply with the University's Health and Safety and Equal Opportunities policies, along with those of the school in which they are working in the performance of their duties	
<b>N.B.</b> The postholder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.	
<b>JOB DESCRIPTION DRAWN UP BY: Amy Manktelow</b> <b>Date: 01/10/2018</b>	

## Outreach Ambassadors Person Specification

<b>NOTTINGHAM TRENT UNIVERSITY</b>	<b>PERSON SPECIFICATION</b>
<b>POST TITLE: Outreach Ambassador</b>	
<b>DEPARTMENT:</b> Centre for Student and Community Engagement	

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>SKILLS</b>	2. Excellent communication skills to include; active listening, the ability to influence others and tailor information to suit the relevant target audience. 3. Excellent team work skills. 4. Ability to empathise with others and build productive working relationships. 5. Ability to plan effectively and take responsibility for the quality and delivery of own work.	
<b>ATTRIBUTES</b>	6. A positive attitude to dealing with challenging situations. 7. An adaptable approach to new situations, approaching them flexibly and with enthusiasm. 8. A positive attitude to Learning and educational opportunities. 9. Reliability.	10. Knowledge of educational and social issues facing children and young people, particularly those we aim to target for Widening Participation. 11. An understanding of the current National Curriculum.
<b>EXPERIENCE</b>		12. Experience of working with Children and Young people. 13. Experience of communicating with people from diverse backgrounds.
<b>QUALIFICATIONS</b>	9. A current student of Nottingham Trent University or University of Nottingham.	14. A relevant Post-16 qualification at grade C or above