

PG Event Helper

Application Pack

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Welcome

Thank you for your interest in becoming a King's College London Student Ambassador.

As a representative of King's College London you will often be the first contact people will have with our University. Student Ambassadors are at the heart of our activities, fulfilling a supporting or co-ordinating role. You will be a role model to both young people and the mature learners we work with and you will be able to share first hand your experience of university life. This kind of interaction can have a significant impact on a young person or mature learner's decision and general confidence. As a Student Ambassador you would make an important contribution towards encouraging prospective students to achieve their potential and consider Further and Higher Education as a realistic ambition.

Our Student Ambassadors are involved in a range of on and off campus activities, including campus tours, Open Days, taster events and summer schools. Ambassadors may also carry out visits to schools and colleges, attend careers and Higher Education fairs and deliver presentations to thousands of prospective students about studying at King's College London. The work that you would undertake as a Student Ambassador will depend on your specific role. We currently employ the following Student Ambassadors:

- In Marketing:
 - HE Liaison Ambassadors
 - Campus Guides (including senior positions)
- In Widening Participation:
 - WP Student Ambassadors

The following event-specific roles are recruited for each event on a one-off basis. Students will often progress on to other roles by performing well at these events:

- In Events:
 - Summer Open Day Helpers
 - Postgraduate Event Helpers
 - Event First Aiders
 - Accommodation Tour Guides
 - Library Tour Guides

Details of the roles are available on the website.

We hope you find the information within this Application Pack useful. If you have any questions about the role please contact Roxanne Cavanagh at roxanne.cavanagh@kcl.ac.uk or 0207 848 3872.

Job description

Post title	PG Event Helper
Department/Division/Directorate	Marketing, External Relations Directorate
Responsible to	Marketing Officer (UK/Europe)

Role purpose

- To provide general event support at Postgraduate Open Evenings.
- To be a positive student role model encouraging prospective postgraduate students to consider King's College London as a viable and attractive option.
- To assist the events team with a variety of tasks, including registration, greeting and guiding guests, and chatting to guests about your experience as a King's student.

Role outline

Key responsibilities and objectives of the job:

- To be a positive student role model encouraging prospective postgraduate students to consider King's College London as a viable and attractive option.
- To offer support to prospective students and fellow staff members involved in the activities, in a safe and friendly manner.
- To be a first point of contact for guests arriving at the campus for an event.
- To assist guests to find their way around the campus.
- To answer general queries about King's and the postgraduate programmes we offer.
- To assist with setting up rooms, including moving boxes of prospectuses and other marketing materials.
- To create exciting social media content which can be shared online, eg on King's Twitter feed.
- To coordinate the registration process, eg taking tickets and distributing programmes.
- To act as a key contact for enquiries at marketing events.

Specific Aspects - indicate frequency D (daily), W (weekly), M (monthly) where applicable:

Intensive Display Screen Equipment work
(eg. data entry or digital microscopy):

Direct patient contact involving exposure prone
procedures (EPP):

Heavy manual handling:	D	Direct patient contact, no EPP	
Highly repetitive tasks (eg. pipetting or re-shelving books):		Work with patient specimens (eg. blood or tissue samples):	
Shift work, night work or call-out duties:		Work with GM organisms or biological agents that may pose a hazard to human health:	
Work involving risk of exposure to environmental or human pathogens (eg. in waste streams or soils):		Hazards which require health surveillance eg. respiratory sensitisers (allergens, substances with risk phrase R42, wood dust etc) or loud noise:	
Driving vehicles on College business:		Food handling or preparation:	
Work at height (eg. ladders, scaffolds etc)		Work in confined spaces (eg. sump rooms, etc)	

General

All ambassadors are expected to adhere to King's policies and procedures.

Ambassadors shortlisted for the role of PG Event Helper will be required to attend an hour-long interview and briefing session on the afternoon of **Monday 10 November 2014**.

Please note

This job description reflects the core activities of the role and as the College and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager. The Human Resources department should then be consulted as to the implications of the proposed changes.

Person specification

Eligibility to work in the United Kingdom

All candidates will need to provide proof of eligibility to work in the UK and must comply with UKVI regulations on the number of working hours.

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED AP Application I Interview
Knowledge/skills			
Ability to prioritise workload	*		AP, I
Good attention to detail	*		AP, I
Confident telephone and face to face manner	*		I
Excellent verbal and written communication skills	*		AP, I
Confident and persuasive public speaker		*	I
An eagerness to attract students to study at King's College London	*		AP, I
Absorbing and assimilating information with rapidity and delivering with confidence to others at short notice	*		AP, I
Experience			
Giving Presentations		*	AP, I
Direct contact with students	*		AP, I
Personal characteristics/other requirements			
Excellent Team Player	*		AP, I
Enthusiasm for Higher Education	*		AP, I
Ability to multi-task and work to deadlines	*		AP, I
Willingness to work evenings	*		AP, I

Pay and Benefits

Rate of Pay

This is a VOLUNTARY role. PG Event Helpers working on 24 November 2014 or 26 November 2014 will be compensated with a £30 Amazon voucher per event worked (four hour shift). PG Event Helpers working on 25 November 2014 will receive a £25 Amazon voucher for working this event (3.25 hour shift).

Method of Payment

PG Event Helpers will receive their Amazon voucher within a week of their shift.

Benefits

- Opportunities to meet people from across the departments and our partners;
- PG Event Helpers working two or more shifts can receive a reference on leaving the Ambassador Programme;
- Opportunity to receive information about further Student Ambassador job opportunities, including paid assignments.

Applying

Online applications open on Monday 29 October 2014, and close on Tuesday 4 November at 2pm. Please refer to the ambassador pages on the King's College London website for the link to apply.

If you experience difficulties in submitting your application or have queries related to the role please email roxanne.cavanagh@kcl.ac.uk.

Unfortunately, we are unable to accept any applications for these roles after this date. Further opportunities to join the Ambassador Programme will be advertised on the website.

Interviewing and selection information

Selection Procedure

Shortlisting of online applications will begin prior to the application deadline. We will invite shortlisted applicants to interview and briefing.

Once we have received your on-line application form, the selection for interview will be based upon the suitability to the Person Specification and the following criteria:

Criteria

- Excellent written/spoken English skills;
- Good understanding of the role you have applied for;
- Relevant skills/qualities;
- Evidence of enthusiasm and positive approach to university life.

Interview and Briefing

Shortlisted candidates will be invited to an hour long interview and briefing session on Monday 10 November 2014 in the afternoon. You will have a choice of different slots: 2-3pm, 3-4pm or 4-5pm. All shortlisted applicants will need to attend. Shortlisted applicants who are not able to attend due to University commitments (eg teaching or placement) should contact openday@kcl.ac.uk with further information.

This will include an event briefing giving you details of what to expect from the event. There will also be a short group interview taking approximately 20 minutes per group with up to 6 candidates per group. This will be followed by an informal team building activity.

Following this, we will make our final decision on which candidates will be selected as PG Event Helpers. All shortlisted applicants will be informed of their outcome by Friday 14 November 2014.

Health And Safety

You are reminded that under the Health and Safety Act 1974, it is the duty of every person to take reasonable care of him/herself and other persons who may be affected by his/her activities at work and also to co-operate fully with the University and others in connection with arrangements to meet their statutory duties and responsibilities under the Act.

As part of your induction to the Student Ambassador Programme you will receive full Health and Safety training and induction.

Equality and Diversity Statement

The College is committed to ensuring and promotion good equality and diversity practice. It is not just a statement and it means more than compliance with equality legislation. It means:

- Ensuring that you are treated fairly and with respect
- Acknowledging and valuing people's differences and individuality
- Recognising & celebrating cultural diversity
- Understanding and supporting individual and group needs
- Having zero tolerance for any act of unfair discrimination or harassment

