

Job description

Post title	Accommodation tour guide
Department/Division/Directorate	Marketing Department
Responsible to	Marketing Officer

Role purpose
<ul style="list-style-type: none"> • To work with and for the Student Ambassador Programme at on-campus activities. • To be a positive student role model encouraging prospective students to consider Kings College London as a viable and attractive option. • To offer support to young people, mature learners and fellow staff members involved in the activities in a safe and friendly manner.

Role outline								
<p>Key responsibilities and objectives of the job :</p> <ul style="list-style-type: none"> • To assist with the delivery of accommodation tours where necessary by working at other on-campus and off-campus activities; this will include supporting open days and offer holder days and other events. • To commit to becoming an accommodation tour guide at a particular residence, however demonstrate willingness and flexibility to work on least one other residence. • To be a positive student role model, encouraging young people to consider King’s College London as a viable and attractive option. • To offer support to young people, mature learners and fellow staff members involved in the activities, in a safe and friendly manner. • To welcome guests and help run a range of marketing activities such as Open Days, Offer Holder Days and ad-hoc events. • To promote the university internally using an array of online social media. • To take an active role in personal development through training opportunities. • To be available for ad-hoc tours for other members of the department. • To provide feedback to the student ambassador team. 								
<p>Specific Aspects - indicate frequency D (daily), W (weekly), M (monthly) where applicable:</p> <table border="0"> <tr> <td>Intensive Display Screen Equipment work (eg. data entry or digital microscopy):</td> <td style="border: 1px solid black; width: 40px; height: 40px;"></td> <td>Direct patient contact involving exposure prone procedures (EPP):</td> <td style="border: 1px solid black; width: 40px; height: 40px;"></td> </tr> <tr> <td>Heavy manual handling:</td> <td style="border: 1px solid black; width: 40px; height: 40px; text-align: center;">M</td> <td>Direct patient contact, no EPP</td> <td style="border: 1px solid black; width: 40px; height: 40px;"></td> </tr> </table>	Intensive Display Screen Equipment work (eg. data entry or digital microscopy):		Direct patient contact involving exposure prone procedures (EPP):		Heavy manual handling:	M	Direct patient contact, no EPP	
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Heavy manual handling:	M	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)	

Special requirements

Students must currently live in King's College London Halls of Residences.

General

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

Interviews will take place on the week beginning 16 October 2017

Ambassadors will be requirement to attend a training session on 25 October and either the 30 October or 2 November.

This role is flexible around your studies. The hours of work per week will vary depending on event requirements. There is no minimum hours required to work per week, however students are expected to work a minimum of 8 hours throughout the academic year.

Date

September 2017

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

The advertising of this post has not been compliant with UKBA guidelines for candidates who need to apply for a Certificate of Sponsorship to work in the UK.

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 P Presentation
Knowledge/skills			
Ability to prioritise workload	*		AP, I
Good attention to detail	*		AP, I
Excellent verbal and written communication skills	*		AP, I, P
Confident speaker with the ability to engage audiences	*		I, P
An eagerness to attract students to study at King's College London	*		AP, I
Ability to absorb new information quickly and deliver with confidence to others at short notice	*		AP, I, P
Experience			
Experience of working with children and/or young people		*	AP
Experience of delivering tours or presentations		*	AP
Personal characteristics/other requirements			
Current student at King's College London	*		AP

Currently live in King's College London halls of residence	*		AP
Excellent team player	*		AP, I
Friendly and approachable face-to-face manner	*		I, P
Enthusiasm for Higher Education and King's	*		AP, I
Ability to multi-task and work to deadlines	*		AP, I
Ability to work independently and take the initiative when necessary	*		AP, I
Willingness to work out of normal hours and occasionally travel for work as necessary		*	AP
Highly organised	*		AP, I
Willing to offer training and support to others in best practice		*	AP, I