

Job description

Post title	Widening Participation Student Ambassador
Department/Division/Directorate	Widening Participation Department
Responsible to	Widening Participation Officer

Role purpose
<ul style="list-style-type: none"> To assist in the support and delivery of the department’s year-long programme of widening participation activities at King’s and throughout Greater London. To be a positive student role model to encourage young people from under-represented backgrounds to consider higher education 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 work with and for the Student Ambassador Programme at both on and off campus widening participation activities. To work with young people, academics, parents and guests at a range of widening participation activities, including K+ and King’s Scholars events, academic-led initiatives and those run in collaboration with strategic partners on and off campus. To assist at careers/higher education fairs and events in widening participation target schools To offer young people information, advice and guidance related to university, e.g. application advice. To support and facilitate regular learning activities with young people in widening participation targeted secondary schools. To work with young people and teachers and assist with the delivery of widening participation summer schools. To be a positive student role model encouraging young people to consider higher education as a viable and attractive option.

Specific Aspects - indicate frequency D (daily), W (weekly), M (monthly) where applicable:			
Intensive Display Screen Equipment work (eg. data entry or digital microscopy):	<input type="text"/>	Direct patient contact involving exposure prone procedures (EPP):	<input type="text"/>
Heavy manual handling:	M <input type="text"/>	Direct patient contact, no EPP	<input type="text"/>

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

General

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

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

July 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 work well with children and/or young people	*		AP
Knowledge of Higher Education and/or Widening Participation initiatives	*		AP, I
Confident face to face manner	*		I
Excellent verbal communication skills	*		I
Confident and persuasive public speaker	*		I, P
Absorbing and assimilating information with rapidity and delivering with confidence to others at short notice	*		AP, I, P
Thorough understanding of post-16 qualifications and UCAS application procedure in England		*	AP, I
Experience			
Experience working with children/and or young people	*		AP, I
Experience of giving presentations		*	AP, I

Personal characteristics/other requirements			
Current student at King's College London	*		AP, I
Proactive approach with initiative and drive	*		AP, I
A good team player	*		AP, I
Excellent punctuality and highly organised	*		AP
Enthusiasm for widening participation and higher education	*		AP, I
Willingness to work out of hours & occasionally travel for work as necessary	*		AP, I