

Job Description

Student Ambassador Scheme

Post Title:	CEMS Outreach and Recruitment Ambassador
Rate of Pay:	Band A
Employing Department/Division:	Division of Computing, Engineering and Mathematical Sciences
Responsible to:	Dana Harvey, Leila Clark

Job Purpose

Outreach and Recruitment Ambassadors for the Division of Computing, Engineering and Mathematical Sciences (CEMS) work on a range of duties, assisting University of Kent staff with their activities for schools, colleges, community groups and general visitors to the University throughout the academic year. CEMS Outreach and Recruitment Ambassadors are expected to help facilitate activities designed to support outreach, recruitment and subject-based activities, usually taking place on the Canterbury or Medway Campus.

CEMS Outreach and Recruitment Ambassadors are required to talk to, and inspire, potential students or applicants to the University and their parents/carers and teachers. They support activities designed to encourage and motivate individuals to consider their future options, including application to higher education, the range of courses offered within the Division, and study opportunities available in HE and queries surrounding student life.

All Ambassadors must be enthusiastic about the benefits of university life and eager to share their subject specific learning and experiences with others. The primary responsibility of CEMS Outreach and Recruitment Ambassadors on this contract is to provide an informative and valuable experience for visitors to the University, representing HE and University of Kent in a positive light. CEMS Outreach and Recruitment Ambassadors must be enthusiastic, mature in their approach and be able to inspire and engage potential students of all ages. They must be able to use their initiative when working alone but also thrive in a team environment.

Key duties

- Assisting on outreach, recruitment or subject-focused campus visits, including leading campus tours
- Providing information about the University of Kent and higher education more broadly, sharing experiences and answering general queries from students, their families and/or teaching staff
- Leading small groups of students through assigned tasks in a classroom setting (on campus)
- Representing the University of Kent and higher education in general in a positive and enthusiastic manner
- Taking part in Q&A sessions for FE, secondary or community groups on campus

Further information on which roles within Band A are available are included in our University of Kent Ambassador Band Structure grid, found at: [Ambassador Band Structure \(kent.ac.uk\)](https://www.kent.ac.uk/ambassador-band-structure).

Internal & External Relationships

Internal: administrative and support staff both centrally and within divisions, postgraduate and undergraduate ambassadors.

External: school and college staff and students, members of the wider community.

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out this role. Applications are assessed against each of the criteria either at application or interview stage.

	Essential	Desirable	Assessed via (A/I/T)*
Qualifications			
A first degree within the Division of Computing, Engineering and Mathematical Sciences completed, or currently being undertaken	x		
Enrolled on a UG/PG programme at the University of Kent	x		
Knowledge			
Knowledge of the University of Kent and the Division of Computing, Engineering and Mathematical Sciences	x		
Understanding of HE, UCAS admissions procedure and available financial support	x		
Knowledge and understanding of the UK (and Kent) education system	x		
Skills and Qualities			
Flexible – able to adapt to different working environments and roles	x		
Strong organisational skills and the ability to carefully follow instructions	x		
Confidence and sensitivity to interact with a wide range of individuals	x		
Excellent teamwork skills as well as the ability to work on own initiative	x		
Ability to work autonomously in a professional and mature manner	x		
Excellent communication skills with the ability to communicate effectively with various age groups, including primary and secondary students and adult learners	x		
Ability to adapt to the needs of different audiences; from primary and secondary school students to parents/carers, community groups and mature learners	x		
Additional Attributes			
Punctual and reliable	x		
Professional, mature attitude	x		
Highly motivated and enthusiastic about university Life	x		
Responsible	x		
Ability to engage with individuals or groups from a range of socio-economic, ethnic and cultural backgrounds	x		
Experience			
Experience of working with young people and/or adult learners		x	
Experience with working in an educational/support role		x	

*To be assessed via:

A – application

I – interview

T – test/presentation at interview stage

Health, Safety and Wellbeing Considerations

This role involves undertaking duties which include the Health, Safety and wellbeing issues outlined below. Please be aware of these, when considering your suitability for the role.

- Occasional manual handling
- Regular and prolonged periods of standing/walking
- Occasional prolonged weather hazard exposure – wind/rain/snow/pollen/UV & sun

Employment is subject to successful application, interview, and completion of relevant training. Satisfactory completion of an enhanced DBS check may also be required.

Job Description

Student Ambassador Scheme

Post Title:	Outreach and Recruitment Ambassador
Rate of Pay:	Band B
Employing Department/Division:	Division of Computing, Engineering and Mathematical Sciences
Responsible to:	Dana Harvey, Gemma Hunt

Job Purpose

On this contract, Outreach and Recruitment Ambassadors for the Division of Computing, Engineering and Mathematical Sciences (CEMS) work on a range of duties, assisting University of Kent staff with their activities in a variety of settings off-campus, including schools, colleges, and local community venues, throughout the academic year. Activities on this contract take place off-campus in the Kent and Medway area, usually at educational and community locations, and occasionally at HE or information fairs/open events. Within these settings, CEMS Outreach and Recruitment Ambassadors support University staff by providing guidance to motivate and inspire individuals and target groups. They help facilitate activities designed to support learners or potential learners in assessing the options open to them, including further and higher education and the University of Kent, where appropriate.

CEMS Outreach and Recruitment Ambassadors must be enthusiastic about the benefits of University life and eager to share their subject-specific learning and experience with others. CEMS Outreach and Recruitment Ambassadors are required to work autonomously, to use their initiative in unfamiliar settings and ensure that higher education options and the University of Kent are represented positively and accurately to a range of groups. They are expected to work independently and find effective methods of working in any arising situation in their work away from the University. They are expected to act responsibly and maturely, utilising excellent communication skills. They are expected to raise aspirations and provide encouragement to potential learners.

CEMS Outreach and Recruitment Ambassadors talk to, and inspire, potential students and their parents/carers and teachers. They support activities designed to encourage and motivate individuals to consider their future options, including application to higher education, the range of courses and study opportunities available in HE and issues surrounding student life. CEMS Outreach and Recruitment Ambassadors must be enthusiastic, mature in their approach and be able to inspire and engage potential students of all ages. They must be able to use their initiative when working alone but also thrive in a team environment.

Key duties

- Assisting University of Kent staff, PG Ambassadors or Outreach Tutors on outreach or subject-focused work off-campus, where students undertake a task or there is a learning outcome.
- Leading small groups of students through assigned tasks in a classroom setting (off campus)
- Helping to manage a stand at HE fairs, open events or parents' evenings in a range of external venues, answering general questions about both HE and the University of Kent specifically

Further information on which roles within Band B are available are included in our University of Kent Ambassador Band Structure grid, found at: [Ambassador Band Structure \(kent.ac.uk\)](http://kent.ac.uk/ambassador-band-structure).

Internal & External Relationships

Internal: administrative and support staff both centrally and within divisions, postgraduate and undergraduate ambassadors.

External: school and college staff and students, members of the wider community.

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out this role. Applications are assessed against each of the criteria either at application or interview stage.

	Essential	Desirable	Assessed Via (A/I/T)*
Qualifications			
A first degree within the Division of Computing, Engineering and Mathematical Sciences completed, or currently being undertaken	x		
Enrolled on a UG/PG programme at the University of Kent	x		
Knowledge			
Knowledge of the University of Kent	x		
Understanding of higher education, UCAS admissions procedure and available financial support	x		
Understanding and awareness of widening participation and barriers to learning	x		
Knowledge and understanding of the UK (and Kent) education system	x		
Knowledge and understanding of professional boundaries when working with children and vulnerable groups		x	
Skills and Qualities			
Flexible – able to adapt to different working environments and roles	x		
Strong organisational skills and the ability to carefully follow instructions	x		
Confidence and sensitivity to interact with a wide range of individuals	x		
Excellent teamwork skills as well as the ability to work on own initiative	x		
Ability to work autonomously in a professional and mature manner	x		
Excellent communication skills with the ability to communicate effectively with various age groups, including primary and secondary students and adult learners	x		
Ability to adapt maturely and take responsibility in external environments	x		
Ability to adapt to the needs of different audiences; from primary and secondary school students to parents/carers, community groups and mature learners	x		
Additional Attributes			
Punctual and reliable	x		
Responsible	x		
Professional, mature attitude	x		
Highly motivated and enthusiastic about university Life	x		
Enthusiasm for academic study and a willingness to share subject knowledge with others	x		
Willing to travel to schools, colleges and community settings in the Kent and Medway area to support outreach activity	x		
Ability to engage with individuals or groups from a range of socio-economic, ethnic and cultural backgrounds	x		
Experience			
Experience of working with young people and/or adult learners		x	
Experience with working in an educational/support role		x	

*To be assessed via:

A – application

I – interview

T – test/presentation at interview stage

Health, Safety and Wellbeing Considerations

This role involves undertaking duties which include the Health, Safety and wellbeing issues outlined below. Please be aware of these, when considering your suitability for the role.

- Occasional manual handling
- Regular and prolonged periods of standing/walking
- Occasional prolonged weather hazard exposure – wind/rain/snow/pollen/UV & sun

Employment is subject to successful application, interview, and completion of relevant training, as well as satisfactory completion of an enhanced DBS check.

Job Description

Student Ambassador Scheme

Post Title:	CEMS Lead Ambassador
Rate of Pay:	Band C
Employing Department/Division:	Division of Computing, Engineering and Mathematical Sciences
Responsible to:	Dana Harvey, Gemma Hunt

Job Purpose

Students employed in roles relating to the CEMS Lead Ambassador contract work on a range of duties, assisting University of Kent staff with their activities in a variety of settings, including: schools; colleges; local community venues; and also with potential applicants to the University of Kent, throughout the academic year. These activities take place on or off campus, at educational and community locations.

Within these settings and depending on the specific role, CEMS Lead Ambassadors can be responsible for a range of tasks from: delivering pre-written materials to learners; devising and delivering subject-focused materials to learners; supporting University staff in the organisation and delivery of events, including supervision of ambassadors; assisting University staff with evaluation of activities and providing prolonged aspiration-raising and/or subject tutoring to learners. All ambassadors must be enthusiastic about the benefits of University life and eager to share their subject-specific learning and experience with others.

CEMS Lead Ambassador facilitate and run activities designed to support and inspire learners or potential learners in assessing the options open to them, including application to higher education, the range of courses and study opportunities available in HE and issues surrounding student life.

CEMS Lead Ambassador are required to work autonomously, to use their initiative in unfamiliar settings and ensure that higher education options and the University of Kent are represented positively and accurately to a range of groups. They are expected to work independently and find effective methods of working in any arising situation in their work away from the University. They are expected to act responsibly and maturely, utilising excellent communication skills while liaising with staff from partner institutions and University departments. They are expected to raise aspirations and provide encouragement to potential learners.

CEMS Lead Ambassador have excellent knowledge of higher education and the subjects offered within the Division, strong public speaking skills and a high level of professionalism. They possess excellent facilitation skills, together with an awareness of safeguarding issues and procedures. They have strong tutoring skills and an ability to motivate target groups and individuals, and must be enthusiastic, mature in their approach and be able to inspire and engage potential students of all ages. They are also required to have strong leadership skills, displaying diplomacy, empathy and confidence in their relationships with other ambassadors, learners and staff.

Key duties

Depending on the recruiting department (including their needs and the role that they have been employed in under the band), Band C ambassadors might be working in one or more of (but not limited to) the following roles:

- Delivering a range of pre-written talks, presentations and workshops on campus or in schools and colleges.
- Assisting UoK staff by investigating the effectiveness of outreach events and initiatives including chairing, note-taking and report writing for focus groups and other research methods.
- Providing specific and prolonged aspiration-raising support to students, which might also involve subject-specific tutoring.
- Devising and running subject-specific sessions over a variable number of weeks, in partner institutions.
- Supporting staff in the Partnership Development Office in the organisation and delivery of events: including supervising ambassadors; delivering informational talks and workshops; facilitating engagement between staff, visitors and ambassadors; and contribution to the ambassador social programme.

Internal & External Relationships

Internal: administrative and support staff both centrally and within divisions, postgraduate and undergraduate ambassadors.

External: school and college staff and students, members of the wider community.

Further information on which roles within Band C are available are included in our University of Kent Ambassador Band Structure grid, found at: [Ambassador Band Structure \(kent.ac.uk\)](http://www.kent.ac.uk/ambassador-band-structure).

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out this role. Applications are assessed against each of the criteria either at application or interview stage.

	Essential	Desirable	Assessed Via (A/I/T)*
Qualifications			
A first degree within the Division of Computing, Engineering and Mathematical Sciences completed, or currently being undertaken	x		
Enrolled on a UG/PG programme at the University of Kent, within the Division of Computing, Engineering and Mathematical Sciences			
Knowledge:			
Knowledge of the University of Kent	x		
Understanding of higher education, UCAS admissions procedure and available financial support	x		
Knowledge and understanding of the UK (and Kent) education system	x		
Understanding and awareness of widening participation and barriers to learning	x		
Knowledge and understanding of professional boundaries when working with children and vulnerable groups (safeguarding)	x		
Skills and Qualities			
Flexible – able to adapt to different working environments and roles	x		
Strong organisational skills and the ability to follow instructions	x		
Strong leadership and facilitation skills			
Confidence and sensitivity to interact with a wide range of individuals	x		
Excellent teamwork skills as well as the ability to work on own initiative	x		
Excellent communication and presentational skills	x		
Ability to work autonomously in a professional and mature manner	x		
Ability to communicate effectively and tactfully with various age groups, including primary and secondary students	x		
Ability to adapt maturely and take responsibility in external environments, using sound judgment	x		
Additional Attributes			
Punctual and reliable	x		
Responsible	x		
Highly motivated and enthusiastic about university life	x		
Professional, mature attitude	x		

Ability to engage with individuals or groups from a range of socio-economic, ethnic and cultural backgrounds	x		
Enthusiasm for academic study and a willingness to share subject knowledge with others	x		
Experience			
Experience of working as an ambassador in an outreach capacity		x	
Experience with working in an educational/support role	x		

*To be assessed via:

A – application

I – interview

T – test/presentation at interview stage

Health, Safety and Wellbeing Considerations

This role involves undertaking duties which include the Health, Safety and wellbeing issues outlined below. Please be aware of these, when considering your suitability for the role.

- Occasional manual handling
- Regular and prolonged periods of standing/walking.

Employment is subject to successful application, interview, and completion of relevant training, as well as satisfactory completion of an enhanced DBS check.

Job Description

Student Ambassador Scheme

Post Title:	CEMS Academic Ambassador (PG)
Rate of Pay:	Band D
Employing Department/Division:	Division of Computing, Engineering and Mathematical Sciences
Responsible to:	Gemma Hunt

Job Purpose

This role is designed for postgraduate students to represent their subject area through the creation and delivery of academic workshops/sessions. This role will deliver subject-specific workshops/taster sessions, usually in a seminar or lecture style format. This work will take place on campus, in a school/college or community setting in the Kent or Medway area, or in an online setting as appropriate. Ambassadors will be required to work closely with relevant academic staff within the division to understand and develop subject-specific content which relates to the national curriculum, is the appropriate level and can be adapted to suit different audiences. Ambassadors would deliver their sessions as part of the University's outreach and/or recruitment activity, usually to FE or secondary school-aged students although it could also include delivery to primary or community audiences.

When delivering subject content, this role can expect to be supported by undergraduate ambassadors and as such the post holder should provide adequate instruction to ambassadors who may be used to support them in the delivery of activities.

This role would design and deliver content to support the University's outreach activity to students from a widening participation background. The post holder should have an understanding of the Widening Participation agenda when preparing and delivering subject sessions, and an awareness of the barriers these students may face.

Key Duties

- To deliver subject-specific sessions both on and off campus to schools, colleges and community groups, which are in line with the national curriculum and relevant to the age, level and qualification of the students.
- To create, develop and prepare subject-specific teaching materials for schools, colleges and community groups
- To assist colleagues with the delivery of subject-based teaching activities
- To liaise with academic staff and/or the Subject Specialist to develop teaching activities
- To coordinate and deliver whole day events as well as one-off teaching sessions
- To contribute to programme and session evaluation

Internal & External Relationships

Internal: Academic staff, administrative staff both centrally and within the division, other student ambassadors

External: students and staff at the University's partner educational institutions and a range of community partners.

Further information on which roles within Band D are available are included in our University of Kent Ambassador Band Structure grid, found at: [Ambassador Band Structure \(kent.ac.uk\)](https://www.kent.ac.uk/ambassador-band-structure).

Person Specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out this role. Applications are assessed against each of the criteria either at application or interview stage.

	Essential	Desirable	Assessed via (A/I/T)*
Qualifications			
A good honours degree, or equivalent, in a relevant discipline.	x		
Enrolled on a postgraduate programme at the University of Kent, usually a PhD	x		
Knowledge			
Knowledge of the University of Kent		x	
An advanced knowledge of their subject area	x		
Understanding of higher education, UCAS admissions procedure and available financial support		x	
Understanding and awareness of widening participation	x		
Knowledge and understanding of the UK (and Kent) education system	x		
Skills and Qualities			
Responsible – ability to take responsibility in a classroom situation/environment	x		
Ability to represent the University in a positive and professional manner with external institutions	x		
Ability to work autonomously	x		
Flexibility – able to adapt to different working environments and roles	x		
Strong organisational skills and the ability to carefully follow instructions	x		
Confidence and sensitivity to interact with a wide range of individuals	x		
Ability to work on own initiative	x		
The ability to communicate with clarity and enthusiasm and the potential to be able to do so to a range of age groups	x		
Ability to work in a professional and mature manner	x		
Ability to adapt to external environment	x		
Potential to relate to college, secondary or primary school students	x		
Potential to plan activities which are age and level-appropriate	x		
Ability to deliver sessions and activities to various audiences in a confident manner	x		
Additional Attributes			
Willing to travel to schools, colleges and community settings in the Kent and Medway area to support outreach activity	x		
Experience			

Previous experience of working with young people or in the community		x	
Current or previous teaching experience		x	

*To be assessed via:

A – application

I – interview

T – test/presentation at interview stage

Health, Safety and Wellbeing Considerations

This role involves undertaking duties which include the Health, Safety and wellbeing issues outlined below. Please be aware of these, when considering your suitability for the role.

- Occasional manual handling
- Regular and prolonged periods of standing/walking.

Employment is subject to successful application, interview, and completion of relevant training, as well as satisfactory completion of an enhanced DBS check.