UK Student Recruitment and Widening Participation and Faculty Widening Participation

Role: Student Ambassador (Central & Faculty WP Work)  Closing Date: Monday 16th March 2020

Overview

Our Student Ambassador roles will be advertised in spring 2020 and in the first semester of 2020/21 Academic Year. They are paid roles and offer flexibility, in terms of time commitment, as work is available on an ad-hoc basis. Applicants would need to be great communicators, friendly and approachable, and be able to demonstrate high levels of punctuality, professionalism and reliability. All Student Ambassadors will need to be able demonstrate their enthusiasm for Higher Education and for The University of Sheffield at all events.

Students from The University of Sheffield are an important asset to activities led by the UK Student Recruitment and Widening Participation team as well as our Faculty Widening Participation Teams. Their input often makes a great impact in terms of promoting pathways into Higher Education and providing insights into student life.

An integral part of the Student Ambassador role will be to signpost applicants to our undergraduate and postgraduate courses, and support prospective applicants and young people with their journey to Higher Education.

In addition to Open Days, schools visits, HE talks and UCAS events, the University offers a wide range of sustained and ad-hoc Widening Participation activities to local schools and colleges, where it needs current students to work as Students Ambassadors across a number of programmes and events covering a wide age range.

Student Ambassadors are a crucial part of our work, acting as positive role models and sharing their experiences of student life and their journey to HE. It enables prospective students to find out from the experts what University is really like, and be inspired by the possibilities that a University education can open up for them. All events are interactive and are provided at a stage in an applicants educational journey to be of most help. Activities are designed to inspire and enthuse them about what University has to offer. Participants of our programmes and events are also provided with opportunities to develop their life, team building, communication, and enterprise skills.

On our Widening Participation Activities, Student Ambassadors would be expected to work with young people in Years 7 to 13, and sometimes younger age groups. All the young people we work with have the potential to access Higher Education (HE) but may not have a family tradition of going to university. We often refer to this group of young people as the “most-able but least likely” in their peer groups to consider HE level study. The pupils we work with are generally from schools across Yorkshire, North Derbyshire and North Lincolnshire.

Overall Student Ambassadors may therefore be asked to support us on:
Visits to campus by schools and colleges
Campus tours
Open Days (Undergraduate, Post-Offer, and Post-Graduate)
Visits to schools
Higher Education fairs
Residential visits
Sustained Widening Participation programme activities
One off Widening Participation activities
Subject specific workshops
Study skills workshops
Tutoring
Team building/skill development events
Faculty specific Widening Participation activities

All the activities encourage prospective students and young people to develop confidence, problem-solving skills and their ability to work with others. In other words, the skills necessary to be successful at University!

Work Commitment: All successful applicants will have to agree to work a minimum of 2 Central UK Recruitment Open Day events which generally take place in September, October and June with Applicant Open days taking place between November and April. This will be in addition to any ad-hoc work, WP work or other recruitment activities such as Higher Education Fairs and Academic Department or Faculty Open Day events you agree to work.

Job Description

Main Duties and Responsibilities

- Provide support to small groups of participants from target schools in the delivery of activities on campus and in schools
- Communicate enthusiasm for learning whilst being aware of the issues and challenges facing young people, especially those where there has been no previous tradition of going to university
- Provide support and guidance to young people on various aspects of higher education including your own personal experiences of applying to and studying at university
- You will demonstrate the necessary skills to work as part of a team, and also the ability to use your own initiative
- You will be friendly and approachable, and possess excellent communication and listening skills, with the ability to empathise and help other people
- You should be punctual, reliable, well organised, conscientious, thoughtful and helpful
- You will be a positive role model, progressing well academically, with evidence of making the most of your own student experience
- You will demonstrate the ability to relate to young people and a desire to help guide them in their decision making
- All other duties, commensurate with the level of the post
This post is only open to CURRENT students at The University of Sheffield who will be studying during the academic year, 2020/21, 2021/22, and beyond.

**Person Specification**

Applicants should provide evidence in their applications that they meet the following criteria. We will use a range of selection methods to measure candidates’ abilities in these areas including reviewing your on-line application, seeking references, inviting shortlisted candidates to interview and other forms of assessment action relevant to the post.

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<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Knowledge</strong></td>
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<td>1. Knowledge of personal and educational issues facing young people and/or prospective students.</td>
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<td>2. Understanding of Widening Participation in the context of Higher Education</td>
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<td>3. Knowledge of the educational process experienced by young people/prospective students applying in the UK</td>
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<td><strong>Skills</strong></td>
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<td>4. Ability to relate to young people and/or prospective students and a desire to support them in their personal progress and learning</td>
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<td>5. An excellent communicator and active listener</td>
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<td>6. A reliable and committed individual, with the ability to adapt to new circumstances</td>
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<td>7. An approachable and non judgemental individual with the ability to empathise with others</td>
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<td>8. A proactive individual with the ability to work alone, under their own initiative, or as part of a team</td>
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<td>8. A mature approach to dealing with confidential and sensitive situations and issues</td>
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<td><strong>Experience</strong></td>
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<td>10. Personal experience of the UK school and qualification system at GCSE level and above</td>
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<td>11. Experience of communicating with people from a wide range of backgrounds</td>
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<td>12. Experience of working with or an interest in working with young people</td>
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<td><strong>Qualifications</strong></td>
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<td>13. A current student at the University of Sheffield studying towards a higher education qualification</td>
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<td>14. Grade ‘C’ or above in GCSE Mathematics, and English Language and/or English Literature</td>
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<td>15. A Full Clean UK Driving Licence and willing/able to drive a university vehicle to events in schools</td>
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Further Information

Work opportunities are available periodically throughout the year, including over the summer. Successful candidates will be notified of employment opportunities by email.

**Rate of pay:** Pay is calculated at the 2.2 hourly rate for Student Ambassadors on The University of Sheffield’s Casual Worker Pay Scales.

No previous experience is necessary, as appropriate training will be given, although evidence of active participation in university / school / community life is strongly preferred.

Enthusiasm and a positive outlook are essential!

All successful candidates will be required to attend essential training which includes ‘Child Safeguarding Training’ and Official ‘University of Sheffield Campus Tour Training’ as well as agreeing to undertake an enhanced Disclosure and Barring Service (DBS) check prior to commencing work. Successful applicants will also have to share the outcome of the check with DBS verifiers within the University of Sheffield.

All candidates will also have to register with myJobshop and complete Eligibility to Work checks by providing the relevant original documentation (usually a passport).

This recruitment process is run in conjunction with the recruitment of Mentors for the US in Schools Mentoring programme and Faculty Champions working for the Faculty of Science, Faculty of Engineering, Faculty of Arts and Humanities and the Faculty of Medicine Dentistry and Health and is advertised with the Student JobShop via Career Connect. There is a shared application form for these programmes so you can apply for either, both or all roles, whichever one(s) you are eligible for/interested in - just tick the relevant boxes to declare your choices.

For further information and the chance to ask questions, please attend one of the Recruitment Briefing Sessions as advertised on [https://www.sheffield.ac.uk/outreach/ambassador](https://www.sheffield.ac.uk/outreach/ambassador)

**Applications open on Monday 17\textsuperscript{th} February.**

**To apply please go to** [https://www.sheffield.ac.uk/outreach/ambassador](https://www.sheffield.ac.uk/outreach/ambassador)

We will contact all applicants by email to let them know the result of their application by 23\textsuperscript{rd} March 2020. Interviews are due to be held during week commencing 27\textsuperscript{th} April 2020.

Please contact studentrecruitment@sheffield.ac.uk if you have any questions.