



The
University
Of
Sheffield.

Faculty
Champions

Faculty of Science, Faculty of Engineering and Faculty of Arts and Humanities

Role: Faculty Champion

Closing Date: Monday 25th October 2021 23:59

Overview

As a Faculty Champion you will aim to enthuse and inform prospective students and other young people about the University of Sheffield student experience and the benefits of studying a degree in your subject area by supporting a range of recruitment and aspiration-raising events and activities.

The Faculty of Science, Faculty of Engineering and Faculty of Arts and Humanities are currently recruiting students to work as Faculty Champions to support on/deliver activities and presentations, and assist with various Recruitment and Widening Participation events.

Applicants will need to be great communicators, friendly and approachable, and be able to demonstrate high levels of punctuality, professionalism and reliability. All Faculty Champions will need to be able demonstrate their enthusiasm for Higher Education and for The University of Sheffield.

Faculty Champions are a crucial part of our work, acting as positive role models and sharing their experiences of student life and their journey to studying their degree. You will help 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 designed to inspire potential applicants about what the University of Sheffield has to offer.

Job Description

Faculty Champions can be offered a variety of roles throughout the year. The level of involvement in events and activities can vary depending on the event, and the following list is illustrative of some of the roles that you may be involved in.

Main Duties and Responsibilities

- Taking part in on-campus events for local school and college students
- Attending local schools to deliver interactive hands-on activities in or related to your subject
- Developing resources for outreach or recruitment activities
- Delivering engaging presentations to key stakeholders in Further Education and Higher Education
- Supporting school visits to the University by overseeing a group of young people.
- Giving campus tours to prospective students and visitors.
- All other duties, commensurate with the level of the post.
- You may also be offered work on other Widening Participation programmes/outreach activities or recruitment events as a Faculty Champion for the Central Widening Participation team, your Faculty, Department, and/or Course.

This post is only open to CURRENT students at The University of Sheffield who will still be studying during the academic year 2021/22, 2022/23, and beyond.

Person Specification

Applicants should provide evidence in their applications that they meet the following essential/desirable criteria of the person specification. 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.

	Criteria	Essential	Desirable
Knowledge and Experience			
1.	Current University of Sheffield undergraduate studying in the Faculties of Arts and Humanities, Science, or Engineering	X	
2.	Enthusiasm towards your subject area.	X	
3.	Experience and/or interest in working with young people.	X	
4.	An understanding of widening participation and access to Higher Education		X
5.	Awareness of the application process for applying to your subject in Higher Education		X
6.	Knowledge of the distinctive features of your department, and desire to learn more	X	
7.	Knowledge of opportunities that are available to undergraduate students on your degree programme, and elsewhere at the University	X	
Communication skills			
8.	Excellent interpersonal and communication skills (verbal, written and active listening)	X	
9.	Experience of/willingness to develop effective subject specific presentations/workshops with the ability to present and communicate complex information to effectively engage diverse audiences.	X	
10.	Exemplary customer service skills with experience of responding efficiently and effectively to a variety of situations.	X	
11.	Ability to enthuse young people and their influencers about your subject, continuing study, and Higher Education	X	
Team working			
12.	A proactive individual with the ability to work alone, under own initiative, and as part of a team.	X	
13.	Ability to develop positive professional relationships with young people and assist other team members to achieve the overall objectives.	X	
Problem solving and decision making			
14.	Ability to handle difficult situations, provide solutions to problems and effectively make decisions, knowing when to refer decisions to line manager/event organiser.	X	
Personal Effectiveness			
15.	Excellent organisation and time management skills, with the ability to prioritise workloads and use own initiative.	X	
16.	An approachable and non-judgmental individual	X	

17.	A reliable and committed individual, with the ability to adapt to new circumstances.	X	
18.	Able to motivate high performance in others by performing the role of a Faculty Champion in a positive and inspirational manner, ensuring accuracy in the messages provided.	X	

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: Exact rates of pay will vary according to the role you work at any given event, but will typically be at grade 2.2 or grade 3.1 for Student Ambassadors on The University of Sheffield's Casual Worker Pay Scales.

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

All successful candidates will be required to attend appropriate/essential training which includes specific 'Faculty Champion Training', '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 recruitment for Mentors for the [US in Schools Mentoring](#) programme run by the central Widening Participation team and is advertised through the [Student JobShop](#) via Career Connect. There is a shared application form for these programmes so you can apply for either or both roles, whichever one(s) you are eligible for/interested in - just tick the relevant boxes to declare your choices.

For further information please view this [Presentation](#).

Applications open on Monday 20th September 2021 and will close on Monday 25th October 2021 23:59.

To apply please go to <https://www.sheffield.ac.uk/outreach/ambassador>

We are expecting to contact all applicants by email to let them know the result of their application around Monday 8th November 2021. Interviews are due to be held from Monday 22nd November 2021 onwards.

Arts and Humanities Enquiries - Please contact Edd Poole E.Poole@sheffield.ac.uk

Science Enquiries – please contact Beth Crowston b.crowston@sheffield.ac.uk

Engineering Enquiries – please contact Helen Herold h.herold@sheffield.ac.uk