

Job Description

Post title: Mature Student Ambassador	
Organisation Unit: Transition Team, The Centre for Student and Community Engagement (CenSCE)	Date compiled: April 2024
Pay rate: National Living Wage plus holiday pay	Hours per week: Variable
If fixed term, state duration:	
Immediate line manager: Lucy King, Transition Team Coordinator	
Job purpose: This role will enhance the mature student experience at NTU by providing support to mature students as individuals and in groups, as well as contributing to the development of the provision for the wider mature student community.	
Principal duties and responsibilities: All Mature Student Ambassadors will be able to select from the following types of activity subject to their own preference and availability: Support events <ul style="list-style-type: none">• support events for mature students during pre-arrival, Welcome and throughout the academic year (virtually and/or in person)• representing the mature student community at recruitment events such as open days. Support individuals <ul style="list-style-type: none">• monitor the Mature Community Teams sites and support students where required e.g., by signposting students to university services and provision• meet mature students in-person or virtually upon request to discuss and share personal experiences of your university experience and signpost to support if needed Share experiences <ul style="list-style-type: none">• communicate regularly with other Mature Student Ambassadors and relevant staff to proactively contribute ideas to develop the scheme• represent mature student experiences at NTU by participating in relevant focus groups and the CenSCE mature student working group• assist with the development of materials to represent the mature student experience at NTU e.g., web content, social media content, email communications. <p>Other opportunities will be available as an extension of the role, with relevant supplementary training provided. These may include:</p> <ul style="list-style-type: none">• assisting the delivery of NTU Welcome by planning and staffing targeted events.• supporting the delivery of the NTU call campaign to welcome incoming students.	
SPECIAL REQUIREMENTS: <ul style="list-style-type: none">• All applicants must be current mature students at Nottingham Trent University.• All applicants must be willing to attend paid, in-person training to prepare for the role on Thursday 23rd May 11am-3pm 2024. If you cannot make this date please email lucy.king@ntu.ac.uk• All applicants must follow the guidance concerning responsibilities and boundaries.	
All staff are expected to comply with the University's Health and Safety, and Equal Opportunities policies.	
JOB DESCRIPTION DRAWN UP BY: Lucy King Date: 08/04/2024	