



Outreach Ambassador Job Description

POST TITLE: Outreach Ambassador

DEPARTMENT: Centre for Student and Community Engagement (CenSCE)

DATE COMPILED:
02/08/2024

WAGE: Student Ambassador Rate £11.72

HOURS PER WEEK: variable

DURATION: Twelve months (from start of academic year)

IMMEDIATE LINE MANAGER:

JOB PURPOSE: To support with university outreach activities and events delivered by the Centre for Student and Community Engagement. An Outreach Ambassador is a paid, flexible role representing the university to support and engage with young people about your experience as a student.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To provide support to university staff, classroom teachers and pastoral staff, in school and on campus.
2. To deliver short presentations to pupils and parents on a variety of themes associated with student life.
3. Lead group activities, campus tours and share your educational journey to inspire young people.
4. Provide further information about university life, to help raise pupils' self-esteem, motivation, confidence, persistence and application, through the successful completion of prepared activities.
5. To help pupils to see the connection between the studies in which they are currently engaged and the future stages in their development.
6. To act as a positive role model to pupils, particularly in relation to Higher Education.
7. To participate actively in all sessions and activities, which could also include those delivered to NTU students as part of NTU Welcome and other programmes.
8. To act responsibly and appropriately when working with pupils, their parents, teachers and NTU students and staff.
9. To work collaboratively with CenSCE colleagues and other Outreach Ambassadors to provide feedback and share best practice (including attendance of training, review and evaluation meetings).
10. Assist with the setup, pack down, clearing and tidying of venues once activities are over.
11. To attend all training sessions associated with the post.
12. Undertake any other reasonable duties as requested within the scope of the post.

ADDITIONAL INFORMATION:

- Transport to all events and activities external to NTU will be provided, unless otherwise stated.
- This role will include the opportunity to work outside of university term time.



SPECIAL REQUIREMENTS:

- All applicants must have no spent or current convictions relating to children and must be willing to undergo an Enhanced Disclosure and Barring Scheme (DBS) application with satisfactory results. Applicants must agree to this information being shared with partner schools.
- Two references are required prior to starting work.
- You must be available to work a minimum of three shifts within a 12-month period and attend all training sessions required for the role.

All participants are expected to comply with the University's Health and Safety, Safeguarding Children and Equal Opportunities policies, along with those of the school in which they are performing their duties.

N.B. The postholder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.

JOB DESCRIPTION DRAWN UP BY: Kelly Malcolm & Caroline Day August 2024



Outreach Ambassador Person Specification

NOTTINGHAM TRENT UNIVERSITY	PERSON SPECIFICATION
POST TITLE: Outreach Ambassador	
DEPARTMENT: Centre for Student and Community Engagement (CenSCE)	

ATTRIBUTES	ESSENTIAL	DESIRABLE
SKILLS	<ul style="list-style-type: none"> • Excellent communication skills to include; active listening, the ability to influence others and tailor information to suit the relevant target audience. • Leadership Skills • Confident public speaking skills • Excellent teamwork skills. • Ability to empathise with others and build productive working relationships. • Ability to be proactive to address issues • Ability to work independently 	
ATTRIBUTES	<ul style="list-style-type: none"> • A positive attitude • Flexible and enthusiastic approach to work. • An adaptable approach to new situations, approaching them flexibly and with enthusiasm. • Reliable and trustworthy 	<ul style="list-style-type: none"> • Knowledge of educational and social issues facing children and young people, particularly those we aim to target for Widening Participation. • An understanding of the current National Curriculum.
EXPERIENCE	<ul style="list-style-type: none"> • Experience of presenting to groups • Experience of working as team to achieve a shared objective. 	<ul style="list-style-type: none"> • Experience of working with Children and Young people. • Experience of communicating with people from diverse backgrounds.
QUALIFICATIONS	<ul style="list-style-type: none"> • A current HE student of Nottingham Trent University 	