## Widening Participation Student Ambassador

# **Application Pack**

## **Table of Contents**

Welcome 3

Why become a WP Student Ambassador? 4

Job description 5

Person specification 6

General 7

Pay and Benefits 8

Applying 9

Interviewing and selection information 10

Training Information 11

Student Ambassador Contract 12

Health And Safety 13

Equality and Diversity Statement 14

**Welcome**

Thank you for your interest in becoming a Widening Participation (WP) Student Ambassador.

The aim of the Widening Participation & Outreach (WP&O) team is to work closely with local and London-wide schools to promote higher education in general, particularly to young people who are underrepresented in higher education. WP&O’s targeting criteria includes people from areas of economic and/or social deprivation, from BAME (Black, Asian and Minority Ethnic) groups and students who are care experienced.

The WP&O team support under-represented groups into higher education via activities and projects that raise student aspirations and attainment. WP Ambassadors also support their fellow St Mary’s students by delivering key parts of the early induction event ‘Get Set for Success’ and contributing to Student Engagement projects.

A WP Student Ambassador will support the work of the team by acting as a positive role model for young people providing an insight into university life as well as providing opportunities to undertake a range of activities that include helping with campus visits, mentoring, presenting and creating subject tasters.

We hope to work with WP Student Ambassadors from a wide variety of backgrounds and welcome applications from both undergraduate and post-graduate students studying at St Mary’s University.

We hope you find the information within this Application Pack useful. If you have any questions about the role please send an email to Sonia Hill at: studentambassadors@stmarys.ac.uk.

**Why become a WP Student Ambassador?**

“What I enjoy most about being a WP Student Ambassador is putting smiles on the faces of those who are under-represented at HE; allowing them to dream and achieve. I have enjoyed travelling across London, facilitating games, Giving Talks about Higher Education and the benefits it gives you. “

Ahmed El Hana, WP Ambassador

The WP Student Ambassador Scheme will help develop your employability skills, helping you become ‘job-ready’.

**Widening Participation Student Ambassadors will have the opportunity to** gettrained and apply to work on the following exciting events, activities or projects:

* **Supporting campus visits from schools and colleges**- assisting with the programme of activities (pre 16/post 16) such as campus tours, delivering presentations on student life, and supporting progression workshops about GCSE options, degree courses and careers.
* **Digital opportunities** include writing, delivering and filming outreach workshops for our programmes. For the online Spring School project during lockdown, Ambassadors filmed themselves making their favourite recipes, and challenged students to make their own and send us a photo. Subject specific videos are hugely popular, and WP staff are happy to help Ambassadors develop these.’
* **Delivering workshops/presentations in schools**by assisting with the programme of activities (pre/ post 16) which could range on delivering assemblies which introduce students to university, running workshops to support the UCAS application.
* **Working on Spring School (Easter) or summer residential:**Student Ambassadors have the chance to work on campus-based residential, which aim to provide participants with an insight into University life.
* **Lead and develop** **Subject Taster Workshop:** This is a chance for Widening Participation Student Ambassadors to share their enthusiasm, stories and personal experiences about their subject, as well as deliver some key information about the courses and department facilities.
* **Planning and delivering subject and general mentoring/ coaching** to small groups of young people in schools and colleges across the South West London, and helping them to achieve their academic potential.

**Job Description**

Job title: Widening Participation (WP) Student Ambassador

Vacancy: Casual (Ad-Hoc basis)

Salary: £10.85 p/h

Report to: Student Ambassador Coordinator

Closing date: 06/02/2022

**Role Purpose:**

* To support with the delivery of WP outreach activities.
* To be a positive student role model encouraging young people to consider Higher Education as a viable option.
* To support with activities to raise student aspiration and attainment.

**Main Responsibilities:**

***Please note:*** *as well as the main responsibilities below you will also undertake the main responsibilities highlighted in the General Student Ambassador Job Pack.*

* To actively raise young people’s aspirations by being involved in mentoring and tutoring opportunities
* To support the WP team in collaborations with London and nationwide WP organisations including NCOP organisations like Aim Higher, Access HE, and Linking London.
* To create/ contribute to engaging online educational content for WP projects, and social media (e.g. video workshops and online resources).
* To create and deliver presentations and talks in a variety of contexts specifically around WP based topics.
* To actively use own initiative to create opportunities that will support in raising young people’s aspirations
* Empower young people by drawing out their skills and talents and nurturing these.
* Be a positive role-model and effective leader.
* To support initiatives for current university students from diverse backgrounds (e.g. the early induction programme ‘Get Set for Success’).
* Adhere to health and safety policies and safeguarding policies.
* To undertake any training deemed necessary for the position.

**Job specification**

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Essential | Desirable | How identified/assessed |
| **Knowledge and Experience** |
| Previous experience of working with young people | ✓ |  | Application (A)/Interview (I) |
| Enthusiastic about Higher Education | ✓ |  | A/I |
| Enthusiastic about working with students from Widening Participation backgrounds | ✓ |  | A/I |
| Understanding of Widening Participation  |  |  | A/I |
| An awareness of Safeguarding procedures | ✓ |  | A/I |
| **Skills** |
| Excellent verbal & written communication skills | ✓ |  | A/I |
| Confident in leading small groups | ✓ |  | A/I |
| Comfortable learning to use webinar technology, Social media platforms and filming short videos |  |  | A/I |
| Good problem-solving skills | ✓ |  | A/I |
| Ability to work as part of a team | ✓ |  | A/I |
| Good presentation skills  |  |  | A/I |
| **Personal attributes/other requirements** |
| Committed to equality, diversity and Inclusion |  |  | A/I |
| Committed, punctual and reliable | ✓ |  | A/I |
| Work in a timely, organised and effective manner | ✓ |  | A/I |
| Pro-active and ability to use initiative | ✓ |  | A/I |
| Approachable and friendly | ✓ |  | A/I |
| Motivated and enthusiastic about university life |  |  |  |
| Ability to interact with and inspire young people from a wide variety of backgrounds  | ✓ |  | A/I |

**Working Hours**

The amount and frequency of work depends on demand and availability. Please be aware that this job requires flexible working hours outside of 0900-1700 both during term time and non-term time.

**General**

All Student Ambassadors are expected to adhere to St Mary's University policies and procedures. Ambassadors will be sent all relevant policies and procedures once they have successfully completed training.

All Student Ambassadors are expected to undertake their work in an inclusive, fair, safe and respectful manner, particular consideration should be given to the University values.

**Please Note**

This job description reflects the core activities of the role and as the University and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

St Mary’s University reserves the right to change and amend this Job description/Person Specification in accordance with the changing requirements of the organisation.

**Pay and Benefits**

**Rate of Pay**

Any paid work as a Student Ambassador at St Mary's University will be in line with the London Living Wage.

Hourly rate: £10.85

**Method of Payment**

All payments at St Mary's are dealt with by our Payroll team. Pay is via a BACs payment and all payslips can be accessed online via the PeopleNet portal.

**Timesheets**

Student Ambassadors are expected to complete and submit their own timesheets on a monthly basis via the PeopleNet portal. You will be sent the details to submit your timesheet on the PeopleNet Portal.

**Benefits**

* An opportunity to access advertised WP tutoring/mentoring positions that are advertised only to Student Ambassadors;
* An opportunity to meet people and network with other university departments and partner organisations;
* An opportunity to work flexibly around your studies
* An opportunity to develop employability skills
* Access to training and development
* An employer reference on leaving the scheme
* An opportunity to make a difference!

**Applying**

Online applications open on **Monday 17th January 2022.** To access the application form please go to the Student Ambassador page on the St.Mary’s website: [www.stmarys.ac.uk](http://www.stmarys.ac.uk) and search ‘Student Ambassadors’.

If you experience any difficulties completing or submitting your application form or have any queries please contact us via email at studentambassadors@stmarys.ac.uk.

**Please note that applicants must hold the right to work in the UK.**

**Please note that all applicants will be required to complete a DBS (Disclosure and Barring Service) check.**

**Interviewing and selection information**

**Shortlisting Procedure**

Shortlisting of online applications will begin prior to the application deadline. Selection for interview and for the role will be based upon suitability to the Person Specification and answers to the application questions.

We will invite all shortlisted applicants to a group interview. This will take place online via Zoom.

**Interview date:**  **14th February – 24th February 2022**. If you are shortlisted, you will be sent the link to an online booking form to schedule the day and time that you are available to attend an interview. You will only be required to attend on **one** of these days and the interview will last for approximately 1 hour.

Successful applicants will be notified by email.

**Training**

It is compulsory for all successful applicants to attend student ambassador training.

General Student ambassador Training and Widening Participation Training is unpaid and will take place all day on **Saturday 12th March 2022.**

You will also be asked to complete additional online training in your own time.

 **ALL TRAINING WILL NEED TO BE COMPLETED BEFORE YOU CAN COMMENCE WORK AS A STUDENT AMBASSADOR.**

General Ambassador Training topics will include:-

* Introduction to the Student Ambassador scheme
* Student Ambassador roles and responsibilities
* Employability
* Equality, Diversity and Inclusion
* Online Timesheets
* Schools and Colleges’ work
* Student Recruitment
* Effective presentation skills
* Safeguarding
* Campus tour training
* Health and Safety
* Online Timesheet process
* Applying for jobs on the HEAT ambassador portal
* Ambassador policies and procedures

Widening Participation Training topics will include:-

* Information about Widening Participation and the support we offer
* Positive behaviour management
* School activities

**\*All Student Ambassadors are required to successfully complete the University’s Online Equality, Diversity and Inclusion Training before commencing work in the role.**

**Widening Participation Student Ambassador Contract**

It is expected that a Student Ambassador will be able to commit to:

* The scheme for the entire year;
* Actively work (a minimum of 2 jobs per Semester);
* Participation in St.Mary’s employability initiatives related to the WPSA role;
* Attending compulsory WPSA and Student Ambassador training;
* Participate in at least 1 mentoring or coaching opportunity with St Mary’s or a partner organisation.

As a minimum Student Ambassadors will be expected to:

* Keep in regular contact with the Student Ambassador Co-ordinator, answering calls and responding to emails in a timely fashion;
* Update the Student Ambassador Co-ordinator with any change of contact details including university address;
* Give at least 48 hours’ notice to cancel a booked job with viable reasons;
* Be responsible for finding out the exact expectations of each job they are required to do;
* Co-operate with the event Lead and follow instructions in a respectful manner;
* Arrive promptly for each job, at least 15 minutes before the start time;
* Complete and Submit timesheets by the deadline on a monthly basis;
* Participate fully in all training activities;
* Be professional at all times and adhere to the student ambassador code of conduct;
* Wear the student ambassador uniform provided;
* Work respectfully and collaboratively with others;
* Demonstrate a commitment to equality, diversity and inclusion.

I understand that if I do not adhere to the required expectations and obligations I will be withdrawn from the Student Ambassador Scheme.

Signed …………………………………………………

Date……………………………………..

Print Name ………………………………………………………

**Health and Safety**

You are reminded that under the Health and Safety Act 1974, it is the duty of every person to take reasonable care of him/herself and other persons who may be affected by his/her activities at work and also to co-operate fully with the University and others in connection with arrangements to meet their statutory duties and responsibilities under the Act.

## **Equality and Diversity Statement**

The promotion of equality and diversity is an important part of this mission and we aim to continue our long tradition of widening access to education to all but also to foster respect and mutual tolerance in the wider society.

We are committed to ensuring:

* You are treated fairly and with respect
* All students, staff, applicants to the University are treated with respect and dignity and receive fair and equal treatment in all aspects of their applications, employment or learning;
* Equality of opportunity for all in line with our duties under the law and our belief in the virtue of tolerance and diversity;
* Zero tolerance for any act of unfair discrimination or harassment.

\***All Student Ambassadors are required to successfully complete the University’s Online Equality, Diversity and Inclusion Training before commencing work in the role.**