



Widening Participation Ambassador

JOB DESCRIPTION

Faculty / School or Division: Home Recruitment & Conversion, External Relations

Faculty/School or Division Address: 31 Great George Street, Bristol

Job Family:	Professional & Administrative Services		
Length of contract	1 year	Salary:	£9.50 p/h + 12.07% holiday uplift
Hours of work:	Flexible and ad-hoc	Contract type:	Student Contract (ad-hoc)

The Team

The Widening Participation team work specifically to increase the number of students we have from underrepresented groups applying successfully to Bristol. This includes Black, Asian and Minority Ethnic students, students from schools and postcodes that have historically been less likely to participate in Higher Education, care experienced students and mature students. We work across the university and with a range of charity partners in order to make progress in diversifying our undergraduate student body.

We welcome applications from all members of our community and are particularly encouraging those from diverse groups, such as members of the BAME and LGBT+ communities, to join us.

Role Description

WP Ambassadors assist in the running of online and in person events which are targeted towards students from underrepresented backgrounds. They inspire and support prospective applicants and work on a huge range of events and activities. Working as a Student Ambassador is dependent on you attending the relevant training and passing an enhanced DBS check.

Typical duties might include:

- Supporting secondary school visits to the University
- Working on the University's flagship Access to Bristol programme
- Working on an online or in-person subject taster event for year 12s
- Supporting an online Q&A about student life at Bristol

We expect all our student workers to support University-wide open days.

The position is a casual post offering students the flexibility to work around their studies. Individual roles will vary according to the needs of the Home Recruitment and Conversion team. Successful applicants will be placed on a database and advised of relevant work throughout the year. You will also be given opportunities to apply for specialist roles such as

working on our Summer Schools and working as a Student Recruitment Ambassador at regional and national UCAS fairs.

What will you get out of the Scheme?

- Full training to include: safeguarding, communication skills, facilitation skills, managing groups, presentation skills and answering difficult questions.
- Excellent rate of payment per hour.
- Work experience to enhance your CV i.e. communication skills, supporting people, time management, and working with young people.
- Rewarding and worthwhile work
- This work can count towards the Bristol PLUS Awards

What will you be doing?

Event Support

- Represent the University at widening participation and recruitment events such as school visits, school conferences and HE events.
- Act as a tour guide giving young people an informative overview of the university campuses and telling them about student life.
- Play a key part in ensuring that visitors have an enjoyable and rewarding experience at the university by being approachable and helpful at all times.
- Manning breakout rooms on online Widening Participation events.

Inspire and inform about HE

- Plan and facilitate small group activities, discussions and team building exercises for young people in order to increase their knowledge of and enthusiasm for higher education.
- Participate in Q&A sessions.

Empathy and Awareness

- To be aware of the issues of educational inequality and your role in ensuring fair access to education.
- To provide non-judgemental support for learners.

Positive Approach

- To promote a positive image of the University

PERSON SPECIFICATION

These are the skills, qualities and experiences that ambassadors will need to be successful in this role. Please outline how you meet these criteria in your application.

Requirements	Essential	Desirable
Previous experience		Experience of working with young people. Experience of leading small groups.
Specific Knowledge/Skills/Abilities	Be a current University of Bristol student. Awareness of Widening Participation in Higher Education. Excellent communication skills, including written and spoken English. Reliable and punctual. Able to work in a team. Able to demonstrate initiative and problem-solving skills.	
Motivation/Attitude	Enthusiasm for learning and your subject. Sensitive and considerate of peoples' feelings and be able to empathise with another person's circumstances. Professional approach to work and awareness that you will be a representative of the University.	

Additional Requirements:

All successful candidates must undergo an enhanced Disclosure and Barring Service (DBS) check.

FURTHER INFORMATION

Aptitude Test

All applicants are required to complete the Student Ambassador Aptitude Test as part of the application. Application information can be found on the Current Students section of the Widening Participation page.

Selection

All applications will be shortlisted by the Home Recruitment and Conversion team. Once

shortlisting has been completed, you will be informed as to whether you have been invited to one of our selection events.

Selection will take place via a virtual selection event. Selection events will be scheduled between 12th July 2021– 23rd July 2021.

You will be informed about the outcome of your application following the selection event.

Payment method

- You will be required to register with the University's Temporary Staffing Service before assignments can be allocated to you.
- Payment will be made by bank transfer at the end of each month for the previous month's work.
- Payment is subject to timesheets being completed and submitted in a timely manner by the role holder.

Additional information

- Except where other arrangements have been agreed, we will contact you by university email - please check your email regularly.

For more information regarding this application, please email hrc-student-workers@bristol.ac.uk

The deadline for applications is 23:59 on Sunday 27th June 2021.