

## JOB DESCRIPTION

<b>Job Title:</b>	SOAS Student Ambassador
<b>Post Number:</b>	305370
<b>Department:</b>	Access, Participation and Student Success
<b>Rate of Pay:</b>	£12.75 per hour plus holiday pay (£14.29 per hour inclusive)
<b>Hours:</b>	0 hours per week (casual worker with no guaranteed hours)
<b>Responsible to:</b>	Student Ambassador Officer

Job Summary
<p>SOAS Student Ambassadors are university students tasked to represent SOAS in various capacities throughout the academic year, providing support for access and participation, recruitment, administrative and logistical initiatives developed by teams in the School.</p> <p>Student ambassadors at SOAS have a diverse role, which can include: showing prospective students around SOAS during campus tours; working at large public events; answering questions about student life and SOAS courses and student life during online events; supporting administrative departments with tasks such as data entry, front desk cover or mailings.</p> <p>In addition, ambassadors who fulfil certain criteria have the opportunity to receive additional, specialist training to participate in two programmes, Outreach and Capital L, opening up further opportunities to improve access and participation in higher education and languages. Please refer to the Job Description and Person Specification below for full details.</p> <p>Our ambassadors serve as role models to the young people they work with, some of whom may face barriers progressing through education. As such, we welcome applications from students with such shared experiences and/or understanding of issues faced by groups under-represented in higher education.</p>
Key Tasks
<p>Student Ambassadors must be able to participate in training sessions and be willing to undergo DBS checks, where required. In addition, Ambassadors will be expected to adhere to the Student Ambassador Scheme Code of Conduct and other associated policies and guidelines.</p> <ul style="list-style-type: none"> <li>• Provide support for recruitment, administrative and logistical initiatives at SOAS</li> <li>• Assist in the running of activities at SOAS (e.g. Open Days, UG/PG Insight Days, Conferences, Exhibition Openings, etc.)</li> <li>• Deliver Campus Tours</li> <li>• Provide information and guidance to pupils and parents about SOAS, higher education and student finance through multiple mediums, including in person and online</li> <li>• Represent the SOAS Student Ambassador Scheme to a high standard always</li> <li>• Work with different academic and professional services departments</li> <li>• Other duties and responsibilities within the scope of the role</li> </ul>

### Outreach

Student Ambassadors working with the Outreach programme support the Access, Participation and Student Success team in providing opportunities for students from disadvantaged backgrounds to gain further insight into higher education and provide information and motivation to school/college students.

In addition to the Student Ambassador responsibilities above, ambassadors supporting Outreach will:

- Assist in the running of Access, Participation and Student Success activities (e.g. masterclasses, Summer Schools, etc.)
- Deliver subject tasters to groups of school/college pupils
- Facilitate workshop discussions with groups of pupils
- Deliver workshops and presentations to school/college pupils on higher education
- Represent SOAS at school/college HE and Careers fairs

### Capital L

Student Ambassadors working with the Capital L – Routes into Languages programme become part of a consortium of student ambassadors from partner HE institutions that provide information and motivation to school/college students, offering them insights into the world of higher education and language learning and encouraging them to pursue or continue foreign language studies. SOAS and the University of Westminster are the lead institutions in Capital L, working in partnership with King's College London, The Open University London, Queen Mary University of London and UCL.



In addition to the Student Ambassador responsibilities above, ambassadors supporting Capital L will:

- Provide support for Routes into Languages activities. Duties will include campus educational activities, delivering talks and running workshops at schools.
- Deliver Routes into Languages presentations at schools/colleges. Presentation topics might include studying languages at university, languages and culture workshops.
- Assist in the running of Capital L activities at SOAS
- Contribute to activities delivered by Routes into Languages and related Access, Participation and Student Success activities that aim to raise the aspirations of young people and their parents.
- Contribute to the development and production of RiL-related publicity/marketing information (print and web-based) to raise the profile of the Programme. This may include taking part in photo shoots, contributing to the range of student profiles for use in publicity material, etc.
- Assist with administration duties and other office-based duties, including event organisation, data entry and maintaining mailing lists, as appropriate.
- Contribute to other relevant duties and activities as identified by the Capital L Officer.

### General

- The post holder must at all times carry out their responsibilities with due regard to the School's Respect at SOAS statement and adhere to and promote the School's Equality and Diversity policies
- The post holder must accept responsibility for ensuring that policies and procedures relating to health and safety at work are adhered to at all times
- The post holder must carry out their duties in line with the requirements of the Data Protection Act
- The post holder must abide by the requirements of the School's IT policies

## PERSON SPECIFICATION

**Job Title:** SOAS Student Ambassador

**Department:** Access, Participation and Student Success

	ESSENTIAL	DESIRABLE
<b>Experience and knowledge</b>		
A registered foundation year, undergraduate or postgraduate student at SOAS	X	
Demonstrating an understanding of equality and diversity and willingness to show commitment to promoting equality of opportunity in all aspects of your work	X	
Experience of working with young people		X
Experience studying and working online		X
<b>Skills and abilities</b>		
Well-developed communication skills, both written and verbal	X	
Effective time-management skills and the ability to prioritise your workload	X	
Punctuality and reliability	X	
Be an active team player	X	
Positivity and the ability to be encouraging about the opportunities open to young people and adults, either at work or university	X	
Ability to provide information and share your experience on the benefits of school, university and work, with young people from diverse backgrounds	X	
Having an interest in your degree subject and the ability to enthuse students to further their education	X	
Great at thinking on your feet and using your initiative		X
Solution-focused		X

### Student Ambassador (Outreach)

In addition to the essential criteria for a SOAS Student Ambassador

	ESSENTIAL	DESIRABLE
<b>Experience and knowledge</b>		
Ability to demonstrate an understanding of the issues and challenges faced at school and university, particularly those faced by pupils/students from disadvantaged socio-economic backgrounds	X	

Knowledge and/or experience of the British state secondary school/college system or completed an Access to HE Diploma at a Further Education college	<b>X</b>	
<b>Other requirements</b>		
<p>Due to the focus of the work undertaken and the importance of representing successful progression to higher education, understanding and/or experience of being from one or more of the groups under-represented in higher education is essential. These groups include students:</p> <ul style="list-style-type: none"> <li>• from areas where higher education participation is low (low participation neighbourhoods)</li> <li>• from deprived areas (e.g. Index of Multiple Deprivation quintile 1)</li> <li>• who have experience of being in care</li> <li>• with a declared disability</li> <li>• who are the first in their family to go to university (no parental experience of UK Higher Education)</li> <li>• who were eligible for Free School Meals</li> </ul>	<b>X</b>	

<b>Student Ambassador (Capital L)</b>		
In addition to the essential criteria for a SOAS Student Ambassador		
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Experience and knowledge</b>		
Studying or has studied to undergraduate level, a language at university as a single honours, joint honours or as a module	<b>X</b>	
Knowledge and/or experience of the British state secondary school/college system or completed an Access to HE Diploma at a Further Education college	<b>X</b>	
Ability to demonstrate an understanding of the issues and challenges faced at school and university, particularly those faced by pupils/students from disadvantaged socio-economic backgrounds	<b>X</b>	
<b>Other requirements</b>		
<p>Due to the focus of the work undertaken and the importance of representing successful progression to higher education, understanding and/or experience of being from one or more of the groups under-represented in higher education will be advantageous. These groups include students:</p> <ul style="list-style-type: none"> <li>• from areas where higher education participation is low (low participation neighbourhoods)</li> <li>• from deprived areas (e.g. Index of Multiple Deprivation quintile 1)</li> <li>• who have experience of being in care</li> <li>• with a declared disability</li> <li>• who are the first in their family to go to university (no parental experience of UK Higher Education)</li> <li>• who were eligible for Free School Meals</li> </ul>		<b>X</b>