

JOB DESCRIPTION

Job Title:	SOAS Student Ambassador
Department:	Access, Participation and Student Success
Pay:	£14.41 per hour

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 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 participate in the Outreach scheme. This scheme provides opportunities to improve access and participation in higher education for underrepresented students. 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"> • Provide support for recruitment, administrative and logistical initiatives at SOAS • Assist in the running of activities at SOAS (e.g. Open Days, UG/PG Insight Days, Conferences, Exhibition Openings, etc.) • Deliver Campus Tours • Provide information and guidance to pupils and parents about SOAS, higher education and student finance through multiple mediums, including in person and online • Represent the SOAS Student Ambassador Scheme to a high standard always • Work with different academic and professional services departments • Other duties and responsibilities within the scope of the role <p>Outreach</p> <p>Student Ambassadors working with Outreach support the Access, Participation and Student Success team in providing opportunities for students from underrepresented backgrounds to gain further insight into higher education and provide information and motivation to school/college students.</p>

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
- Support student success initiatives aimed at supporting current SOAS students from underrepresented groups (e.g. SOAS Student Success Conference)

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

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	ESSENTIAL	DESIRABLE
Experience and knowledge		
A registered foundation year, undergraduate or postgraduate student at SOAS	X	
Demonstrate 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
Skills and abilities		
Punctuality and reliability	X	
Ability to take initiative, be proactive, and always ready to assist	X	
Well-developed communication skills, both written and verbal	X	

Effective time-management skills and the ability to prioritise your workload	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	
Be an active team player	X	
Solution-focused		X

Student Ambassador (Outreach) In addition to the essential criteria for a SOAS Student Ambassador, applicants who wish to apply for the Outreach scheme should review the criteria below.		
	ESSENTIAL	DESIRABLE
Experience and knowledge		
Ability to demonstrate an understanding of the issues and challenges faced at school and university, particularly those faced by pupils/students from underrepresented socio-economic backgrounds	X	
Experience of the British state secondary school/college system or completed an Access to HE Diploma at a Further Education college	X	
Other requirements		
<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 essential. These groups include students:</p> <ul style="list-style-type: none"> from areas where higher education participation is low (as measured by TUNDRA) from areas of high deprivation (e.g. Index of Multiple Deprivation quintile 1) who have experience of being in care with a declared disability who are the first in their family to go to university (no parental experience of UK Higher Education) who were eligible for Free School Meals 	X	