



POSITION OF AMBASSADOR TARGET OXBRIDGE RESIDENTIAL 2019

JOB DESCRIPTION

GROSS SALARY: £347.30 (this may be subject to tax and National Insurance)

What is Target Oxbridge?

Target Oxbridge is a free programme that aims to help black students and students of mixed race with black heritage make competitive applications to the Universities of Oxford or Cambridge. Further details about the programme are available at www.targetoxbridge.co.uk.

The Target Oxbridge Programme is run by Rare Recruitment, a recruitment agency offering a bespoke service based on a contextualised data system. Rare specialises in helping people from ethnic minority backgrounds and particularly people from disadvantaged backgrounds.

The Residential

This residential aims to provide academically strong Year 12 students on the Target Oxbridge programme the opportunity to experience the University of Oxford.

In April we are holding a 3 day residential in Oxford for students of the current Target Oxbridge cohort. A rigorous academic programme will be central to the residential. Students will also take part in exciting social activities. The residential is an opportunity to welcome the students to Oxford, introduce them to the Oxford tutorial system and, most importantly, to Oxford students and staff. As well as an opportunity to find out about the teaching style and collegiate structure of the university, the residential will provide an opportunity for participants to talk openly to current BME students about their experiences as students of the university.

A typical day begins with ensuring that all students are at breakfast, then safely guiding them to academic activities. Ambassadors are required to provide support for academic activities, supervise social activities, provide pastoral support, and be panellists for a round-table Q&A. Ambassadors will eat meals with their students in college.

Further information about the role

Providing ambassadors as role models for these students is a core aspect of the residential, you will provide academic support and pastoral care to a small group of students, working alongside other ambassadors you will ensure they attend all lectures and feel welcome at Oxford.

We look for ambassadors from a diverse range of school and home backgrounds, who are able to reflect upon their experiences at the University and to understand fully the issues and concerns that the participants may have. We also need ambassadors who are drawn from a wide range of undergraduate subjects and are passionate about widening educational opportunities.

Our ambassadors need to be passionate about their subject, their University, be highly responsible and provide pastoral care to prospective students. They also need to be aware that while working as an ambassador is a fun and enriching experience it can be physically and emotionally demanding. It is therefore critical that ambassadors work well as a team to support one another to provide the best experience possible for the Target Oxbridge participants.

Ambassadors are **required to be resident** from the morning of Monday 8 April to the late afternoon of Wednesday 10 April. All accommodation and food is provided for ambassadors for the duration of the residential. Reasonable travel expenses, within the UK, are also provided.

SPECIFIC RESPONSIBILITIES

- To act as a role model to prospective students of the University, providing clear and objective guidance on admissions and student life;
- To communicate effectively and clearly to participants and to staff, in a professional manner at all times, reflecting guidance provided in training;
- To have sole responsibility for managing small groups of young people and to work as part of a larger team to manage larger groups of young people;
- To follow Health and Safety, Risk Assessment and Safeguarding Children procedures (which will be part of training);
- To attend training events and briefings as and when required by the Residential Coordinator;
- To be reliable and punctual, and to arrive to each activity in good time;
- To provide written feedback at the end of the residential;
- To participate in, and to assist on academic activities as directed by tutors and graduates;
- To deliver workshops to small groups on aspects of the admissions process;
- To be confident in their knowledge of Oxford city, and able to direct and accompany participants safely around the city;
- To provide pastoral support to participants, and pass up concerns about participants to staff;
- To provide the first 'warning' to participants who break their 'Code of Conduct', and to pass up further disciplinary concerns to staff, according to behaviour policy provided at training;
- To keep confidential information about participants secure at all times;
- To assist staff in preparation for participant arrival; including organising rooms, preparing and running ice breakers. Also supporting the Residential Coordinator in managing the college space during the programme.
- To perform other duties as required by the Residential Coordinator ensuring a positive experience for Target Oxbridge participants.

Essential Criteria

- Currently studying for a degree (undergraduate or postgraduate) at the University of Oxford¹;
- Proven interest in widening access work;
- Confident verbal communicator, with the ability to enthuse and engage teenagers in a range of activities including both academic and social;
- Well organised and punctual;
- Ability to work consistently under pressure;
- Excellent problem solving skills in practical situations;
- Demonstrable capacity to work effectively as part of a team;
- Physical and emotional resilience to cope with challenges and pressures of a residential programme;
- Experience of working with young (14-17) people of African or African-Caribbean heritage

Desirable Criteria

- Experience of working in an ambassadorial role for the University, one of its constituent Colleges or departments (for example, on an Open Day or for Target Schools);
- Of African or African-Caribbean heritage;
- Former participant of the Target Oxbridge programme.

If you are invited to attend the selection centre, you must be available to attend. We have organised these selection centres across multiple days to ensure that they do not clash with tutorials or lectures. If you cannot attend a selection centre, it may mean that we cannot consider your application further.

We require you to bring proof of right to work to the interview (Passport and visa if applicable.)

Training

If you are successful in securing employment you will be asked to attend a mandatory training session. You will be paid for your time and this will be included in your final salary payment. The dates of the training sessions will be confirmed when you received your offer of employment. You will be given a choice of dates wherever possible.

HOW TO APPLY

To apply for this position, please complete the online application form available at www.ox.ac.uk/ambassador, indicating which week(s) you would like to attend.

Applications are open from **10am on Monday 12 November** and will close at **5pm on Friday 7 December**. Please note that no late applications will be accepted.

If you have any questions, please contact the wap@admin.ox.ac.uk or on 01865 270251.

We will contact all applicants by email by **Monday 17 December**. We will send this email to the address you have provided in your online application, so please make sure that you check this

¹ With undergraduate experience at the University of Oxford where an applicant is a postgraduate

email regularly and that it is correct. Short-listed applicants will be required to attend a selection centre where we will assess candidates according to the criteria listed above. Selection centres will take place between the following dates.

- Wednesday 9 January to Saturday 12 January
- Monday 14 January to Friday 18 January
- Monday 21 January to Friday 25 January

Selection centres will take place during the evenings/at weekends so that they do not clash with tutorials or lectures. If you cannot attend a selection centre, it may mean that we cannot consider your application further.

We will also require you to bring documents proving your right to work in the UK (Passport and visa if applicable.)

EQUAL OPPORTUNITIES

The policy and practice of the University of Oxford require that all staff are afforded equal opportunities within employment. Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her gender, marital or civil partnership status, sexual orientation, religion or belief, racial group, school or home background, age or disability.

Following your application you may be required to fill in an Equal Opportunities Monitoring Form. This will not affect your application.

DATA PROTECTION

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy.

PAY AND BENEFITS

Ambassadors will be paid a fixed amount for working on the residential programme. This will be facilitated through University of Oxford payroll. Full board will be provided during the dates of the residential.

DBS DISCLOSURES, CODE OF CONDUCT, SOCIAL NETWORKING POLICY & REFERENCES

Please note that appointment is subject to an Enhanced DBS Disclosure undertaken within the last 3 years, agreement to our code of conduct and social networking policy and receipt of a satisfactory academic reference from your Senior Tutor. If you have already been issued a DBS certificate by the university within the last three years you must be able to produce it if you are offered a position. If you have lost the certificate you will need to pay the cost of a new application (around £50).