



UAO Ambassador Job Description

Overview of the role

The university's central Undergraduate Admissions and Outreach department (UAO) has a number of programmes which aim to:

- Raise aspirations, attainment and progression rates into Higher Education, and to increase the application and offer rates from under-represented target groups.
- Support potential applicants, their parents, teachers and other advisors, across the UK and overseas.
- Offer information, advice and guidance for prospective applicants, their teachers, parents and other advisers.

Student Ambassadors play a key role in the running of many of our Outreach projects, both in Oxford and elsewhere. An Ambassador's individual duties will depend on the event in which the student is taking part.

We recruit ambassadors from a wide range of backgrounds and who are passionate about widening access to higher education. Ambassadors should be current students who enjoy meeting new people and who are enthusiastic about their subject and the University.

Responsibilities/Duties

- To act as role model to prospective students of the University
- To communicate effectively and clearly to students and teaching staff, in a professional manner at all times, reflecting guidance provided in training.
- To follow health and safety, risk assessment and safeguarding children procedures (which will be supplied as part of training) and record and report incidents appropriately.
- To be reliable and punctual, and to arrive to each event or meeting in good time.
- To keep confidential information about participants secure at all times
- To perform all other duties as requested by line manager/event coordinator.
- To adhere to university policy regarding CMA (Competition and Markets Authority)

Person specification

- Current student (undergraduate or postgraduate) of the University of Oxford

- Proven interest in widening access and outreach work
- Experience of working with young people between 11 and 17 (please note that, for some events, ambassadors may be asked to work with younger students).
- Confident verbal communicator, with the ability to engage and enthuse stakeholders, including students, parents and teachers in a range of activities including academic and social
- Well organised and punctual
- Ability to work consistently under pressure
- Excellent problem solving skills
- Demonstrable capacity to work effectively as part of a team

Salary

Paid and unpaid opportunities will be offered to UAO Ambassadors. The rate of pay will be dependent on the event/activity.

Essential Criteria

- Current student (undergraduate or postgraduate) of the University of Oxford¹.
- Proven interest in widening access work.
- Experience of working with young people aged 11 – 17.
- 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.

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).
- Former participant of the UNIQ summer schools.

The dates of the UNIQ Spring and Summer Schools are listed at the top of the job description. Please check that you will be available for the duration of your chosen programme, and that your graduation day, or any other commitment is not during this time.

Training

If you are successful in securing employment you will be asked to attend some training sessions. You will be paid for your time and this will be included in your final salary payment from UNIQ. 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 <http://www.uniq.ox.ac.uk/staffapply2018>, 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 UNIQ team at uniqadmin@admin.ox.ac.uk or on 01865 280126.

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 email regularly and that it is correct. Short-listed applicants will be required to

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

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

If you are invited to attend the selection centre, YOU MUST BE AVAILABLE on the date and time specified for your subject. 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 require you to bring documents proving your right to work in the UK to the selection centre (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 to work with UNIQ 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).