



UNIQ Ambassador Job Description

GROSS SALARY: £ 541.13 (including holiday pay) plus £83.60 training allowance (This may be subject to tax and national insurance deductions)

DATES: 6 – 11 April, 13 – 18 April, 29 June – 4 July, 6 – 11 July, 13 – 18 July, 20 – 25 July, 27 July – 1 August

What is UNIQ?

Running since 2010, UNIQ is the largest official access programme run by the University of Oxford. It aims to provide support and encouragement to students from UK state schools and colleges who have the ability to do well at Oxford, but may lack the confidence to apply. Priority is given to students from low socio-economic status backgrounds and/or from areas with low progression to higher education.

The UNIQ Spring and Summer Schools are four-night, five-day residential programmes, running from Saturday to Thursday during April, July and August. In 2019, we shall be expanding the number of places by 500, working with 1350 state school students (aged 16 and 17 years) in their first year of further education.

During their stay, UNIQ participants follow a rigorous academic programme, attending lectures and tutorials led by Oxford academics. They also have the opportunity to engage in a variety of social activities, such as sports and games, ghost tours of Oxford and a stand-up comedy night. UNIQ courses are offered in over 30 subjects and participants choose which academic strand to attend, depending on their interests.

Further details about UNIQ summer schools are available at www.uniq.ox.ac.uk.

Overview of the role

UNIQ ambassadors play a key role in the running of our residential programmes. During the course of the five day residential, you will provide academic support and pastoral care to a small group of students, ensuring that they attend all lectures and other academic sessions. You will also be required to lead social activities, such as quizzes or sports and games.

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. They should also be aware that while working on UNIQ is a fun and enriching experience, it can be physically and emotionally demanding. It is therefore critical that ambassadors are able

to work well as a team and to support one another, in order to provide the best possible experience for everyone involved.

Ambassadors are **required to be resident** for the duration of any residential programme. Your accommodation and meals are provided by UNIQ.

As part of your role you will be required to complete a feedback exercise about your employment experience. This will assist us in developing the programme for future years.

Responsibilities/Duties

1. To act as a role model to prospective students of the University.
2. To communicate effectively and clearly to participants and to staff, in a professional manner at all times, reflecting guidance provided in training.
3. To act in a pastoral role to participants, providing support and guidance about the academic programme.
4. To follow health and safety, risk assessment and safeguarding children procedures (which will be part of training) and record and report incidents appropriately.
5. To be reliable and punctual, and to arrive to each event in good time.
6. To keep a log of the activity and provide written feedback at the end.
7. To deliver workshops to small groups on aspects of the admissions process; guidance will be provided at training.
8. To provide the first 'warning' to participants who break their 'Code of Conduct', and to pass up further disciplinary concerns to site managers, according to behaviour policy provided at training.
9. To keep confidential information about participants secure at all times
10. To assist site managers in preparation for participant arrival, including organising rooms, preparing and running ice breakers. Also supporting the site manager in managing the college space during the programmes.
11. To perform all other duties as requested by either site manager or the UNIQ team.

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 mandatory 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 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 UNIQ team at unigadmin@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

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 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).