

**Job Description and Person Specification**

**Department:** External Relations

**Reporting to:** Student Ambassador Management Team

**Type:** Flexible to suit student's availability and skills

**Job Description:**

- To represent Solent University on a local &/ regional &/ national scale and to support and encourage progression to the university in a professional manner.
- To work with and support the Student Recruitment teams with on-campus and off-campus events (*see table of events below*).
- To embrace and embody the University's mission, vision, charter, and ethics.
- To attend training opportunities and to develop and maintain professional development.

**Key Events (include but are not limited to):**

Event	Description and duties
Open days /applicant visit days/Interview days	Practical set up and break down of the day, welcoming and escorting visitors, delivering campus tours, supporting academics and school staff and support with logistics.
Individual visits	Provide campus and residences tour to prospective students
Higher Education (HE) Fair (local, regional, national)	Represent the University at these fairs organized by the Sixth Form / Further Education (FE) Colleges. Travel is involved and may require overnight stays.
UCAS Fairs	Represent the University at these national events organized by UCAS and usually held in conference arenas/universities. Travel is involved and usually requires overnight stays.
School/College 'Taster' visits	Support on-campus 'taster' days for students aged 16-18, which are general and subject specific. Duties will include supporting workshops and providing campus tours.
Residential summer school	Supporting activities offered on a subject strand to prospective students. Overnight stays are involved in the university halls of residence. Campus tours and presentations are also required.
Access and outreach events	To raise aspirations and encourage young people to consider Higher Education. Facilitating curriculum topics and subjects relevant to your own degree. Support delivery of activities to young people aged 10 - 11 and 13 -14.
Presentations (various recruitment events)	To present a variety of presentations at recruitment events. Additional training is provided. Examples of talks include: Student Experience and The UCAS system.
International/EU Recruitment events	To support the international recruitment officer(s) at EU or overseas HE Fairs. Travel is involved, positions limited to country of residence.
Mentoring	To participate in our mentoring scheme: Southampton Junior University. Students are aged 14-15. Specialised training is offered.
Workshops/Talks	To support the delivery of targeted recruitment events for mature students (21 years +) in local/regional FE and sixth form colleges.
Sharing your experience	To speak of your experience as a university student in-person, through presentations, talks and Q&A sessions and online through blogs, vlogs and other digital platforms
Inter-college	Variety of specific recruitment events such as Solent Sound, Show Us Your Shorts

<b>competitions</b>	film competition, Young Coaches Conference etc....
<b>General internal recruitment</b>	To support student ambassador management team with recruitment activities. Including: Fresher's Fayre, sign-up stands, interviews, and training days etc....
<b>General support</b>	To provide ad-hoc administrative support, event preparation and general office tasks.

### **Person Specification:**

Below is a list of the attributes, skills, and competencies we find both essential and desirable in a Student Ambassador

<b>Job Role Personal Attributes/Competencies/Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced</b>
Evidence of strong interpersonal, written, and verbal communication skills	✓		Application/ Interview
Excellent organisational and planning skills	✓		Application
Ability to work independently and exhibit the confidence to make decisions	✓		Application/ Interview
Aptitude for engaging proactively with new areas of work and with a range of stakeholders, customers, and prospective students	✓		Interview
Evidence of team working and building and maintaining effective working relationships	✓		Interview
Experience of working with or volunteering with school / college students, e.g. mentoring or teaching support		✓	Application
An awareness of marketing and promotion principles		✓	Application/ Interview
Immaculate presentation applicable to a customer focused role	✓		Interview
To have an awareness of and willingness to learn about new developments within Higher Education and at Solent University	✓		Application/ Interview
Ability to follow instructions and adapt to the needs of the activity manager	✓		Interview
Passionate about Southampton Solent University and willingness to promote positively to prospective students and other key stakeholders	✓		Application/ Interview
Experience of working in a busy environment and / or customer service focused situations		✓	Application/ Interview
Experience of managing or leading a team in a customer focused environment		✓	Application/ Interview
Excellent IT skills, ideally proficient in use of word processing, spreadsheets and other media		✓	Application
Ability to be consistently punctual and reliable	✓		Interview
Willingness to travel	✓		Application/ Interview
Able to drive with full UK/EU Driver's license		✓	Application

All successful candidates are required to sign the **Student Ambassador Code of Conduct**.