

**THE UNIVERSITY OF MANCHESTER**

**PARTICULARS OF APPOINTMENT  
STUDENT AMBASSADOR**

- 1 The University invites applications for the above post.
- 2 Appointments will be made onto the Casual Payroll and work will be paid at £10.90 per hour.
- 3 Informal enquiries may be made to [ambassadors@manchester.ac.uk](mailto:ambassadors@manchester.ac.uk)

## ***Job Description***

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<b>Job Title:</b>	<b>Student Ambassador</b>
<b>Grade:</b>	<b>Casual Payroll</b>
<b>Reports to:</b>	<b>Directorate of Communications, Marketing and Student Recruitment and the Access and Success team</b>
<b>Organisation/Unit:</b>	<b>Directorate of Communications, Marketing and Student Recruitment</b>
<b>Date:</b>	<b>September 2022</b>

### **Overall purpose of job**

Student Ambassadors will play a key role in supporting the work of the UK Student Recruitment team, the Access and Success team, the Student Communications team, and Student Marketing team.

### **Key Responsibilities, Accountabilities or Duties of a Student Ambassador**

- Facilitate and support a wide range of campus-based, online or virtual activities, including workshops and summer schools, aimed at promoting both The University of Manchester and Higher Education more generally to prospective secondary and post-16 learners and their parents/carers and teachers.
- Share your experiences of university with prospective students and their advisers in a positive and enthusiastic way.
- Deliver campus and facilities tours for prospective students and their advisers.
- Create online content such as blogs, videos and profiles to be used on websites and in prospective student communications.
- Provide administrative support to members of staff. This can entail access to confidential or sensitive information and Student Ambassadors will need to be aware of appropriate Data Protection protocols that must be adhered to.
- Assist with other tasks as directed.

### **Essential Knowledge, Skills and Experience**

- Be a current Undergraduate or Postgraduate student at The University of Manchester
- Have a positive and enthusiastic approach to University
- Have the potential to raise the aspirations of others
- Willingness to work with children and young people and their key influencers (e.g. parents, teachers)
- Excellent verbal and written communication and presentation skills
- Excellent interpersonal skills and the ability to deal with staff, students, visitors and a wide variety of people in a polite, friendly and confident manner
- Excellent time management and organisational skills with attention to detail
- The ability to work as part of a team
- The ability to adapt to different situations and use initiative when appropriate

### ***In addition:***

- Student Ambassadors may be required to undertake an enhanced Criminal Records check (DBS check).