Graduate Ambassadors: 3 x Widening Participation, 1x Student Recruitment

The Directorate of External Relations

Closing date: 3 September 2018

Interview date: 24 September 2018

Vacancy reference: 6908
INTRODUCTION

The University has set ambitious targets for widening participation and student recruitment at a time of increasing competition. These roles support the University’s strategies for widening participation, student recruitment and admissions. The Widening Participation team develops and delivers programmes of activity to support and promote the progression to higher education of people from under-represented groups. The Student Recruitment team promotes the University to prospective students, parents and advisers as well as schools and colleges through a range of activities. This is an exciting time to join this successful department and to play an important part in the development of widening participation, student recruitment and outreach at York.
JOB DESCRIPTION

At a glance
Salary £20,989

Hours of work Full time, 37 hours a week

Contract type Fixed term (12 months)

Based at Heslington Campus West

Condition of appointment

This role is exempt from the Rehabilitation of Offenders Act. Consequently, all applicants will be asked to declare both unspent and spent convictions on their application form.

Appointment of the successful candidate will be conditional on a Disclosure and Barring Service check.

Main purpose of the role

These are full time, fixed term (12 months) posts for a recent (2017 or 2018) graduate of the University of York

The post holders will work principally on widening participation or student recruitment activities through visits to schools and colleges as well as inward visits by school/college groups to the University. The post holders will deliver presentations and activities and will assist students from under-represented and other backgrounds to apply to the University. The post holders will also assist with a wide range of other activities organised by the Widening Participation and Student Recruitment teams.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- Under the supervision of senior staff and in supporting the Widening Participation and Student Recruitment Officers:

- Plan, arrange and carry out visits to schools and colleges in identified areas.

- Deliver activities and presentations, from the perspective of a recent graduate, on a variety of topics including student life; applying to higher education; student finance; the experience of being a University of York student; choosing a university course and other appropriate widening participation and outreach activities.

- Support the teams’ communications with existing schools and colleges.

- Collate feedback from activities and generate reports.

- Contribute to the programme of representing the university at higher education fairs throughout the UK and with smaller careers conventions and fairs.

- Support Widening Participation and Student Recruitment Officers in drafting copy for widening participation and student recruitment publications.

For the Graduate Ambassador (Widening Participation):

- Contribute to activities delivered on a variety of programmes, residential visits and projects, for example Green Apples, Next Step York and other widening participation and outreach events.

- Support the organisation and delivery of relevant aspects of other on-campus activities such as the Excellence Hub programme.

For the Graduate Ambassador (Student Recruitment):

- Help provide support for Open Days, Academic Skills conferences, visit days, parents’ evenings and provide a student perspective at teachers’ and advisers’ events.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.
## PERSON SPECIFICATION

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>Recent graduate of the University of York (undergraduate degree awarded in 2017 or 2018)</td>
<td>Essential</td>
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<td>Experience of the British school/college education system</td>
<td>Essential</td>
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<td>Full driving licence</td>
<td>Essential</td>
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<th>Knowledge</th>
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<td>An understanding of the UK Higher Education system</td>
<td>Essential</td>
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<td>Awareness of issues relating to progression, recruitment and admission of students to higher education</td>
<td>Desirable</td>
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<th>Skills, abilities and competencies</th>
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<td>IT skills with the ability to use Microsoft Office, particularly Word, Excel and Powerpoint</td>
<td>Essential</td>
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<td>Able to communicate effectively with varied audiences</td>
<td>Essential</td>
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<td>Excellent written skills with the ability to write in different styles</td>
<td>Essential</td>
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<td>Excellent interpersonal and communication skills (face to face, telephone and email)</td>
<td>Essential</td>
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<td>Excellent administrative skills</td>
<td>Essential</td>
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<td>Evidence of event organising</td>
<td>Desirable</td>
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<td>Skills in using social media</td>
<td>Desirable</td>
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<th>Experience</th>
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<td>Experience of working with school and college aged children</td>
<td>Essential</td>
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<td>Experience of student ambassador / York Students in Schools or other related work</td>
<td>Desirable</td>
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<td>Experience of data management, statistics and spreadsheets</td>
<td>Desirable</td>
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<td>Experience of giving presentations or public speaking to a range of audiences</td>
<td>Desirable</td>
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<th>Personal attributes</th>
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<tr>
<td>Ability and willingness to travel to fulfil work commitments</td>
<td>Essential</td>
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<td>Willingness to work some evenings, occasional weekends and overnight stays, as required</td>
<td>Essential</td>
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<td>Preparedness to accept restrictions on holidays especially at Easter and summer school periods</td>
<td>Essential</td>
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<td>Ability to show initiative and have a creative approach to problem solving</td>
<td>Desirable</td>
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THE DEPARTMENT

Student Recruitment and Admissions (SRA) forms part of the University’s Directorate of External Relations. SRA has responsibility for the following:

- outreach to and recruitment of prospective undergraduate and postgraduate students in UK, European and Worldwide markets;
- admissions policy and strategy in relation to undergraduate and postgraduate students as well as the operation of the University’s admissions function and links with UCAS. Admissions decision-making is in part centralised with decisions taken by members of SRA staff;
- outreach specifically to students with widening participation characteristics.

SRA leads to effective co-ordination of the Office’s functions and constructive collaboration between teams.

SRA works closely with other sections of the Directorate: in particular Strategic Marketing and Digital Communications and the International Relations Office, but also the Office of Philanthropic Partnerships and Alumni and the Centre for Lifelong Learning.

SRA is based in The Stables building on the Heslington West part of the University campus. Co-location of all teams within
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and are ranked 16th in the Times & Sunday Times league table (2017). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages
The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit [www.visityork.org](http://www.visityork.org) for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain's best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6908
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 3 September 2018

What will I need?

We will ask you for details of:
- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and/or by answering questions.

Help and assistance

Direct any informal queries to Lisa Feasby at lisa.feasby@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835