**Summer School Ambassador 2018**Person Specification and Job Description

**Student Recruitment Team**

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| **Location:** | All University campuses |
| **Salary:** | You can earn up to £250 for each Summer School. The average shift length is 10 hours. See below for further details. |
| **Positions Available:** | Approximately 18 (we will be aiming to recruit students from a range of subjects) |
| **Residential requirements:** | Partly residential |
| **Closing Date:** | 10 April 2018 |
| **Dates:** | Interviews: 10 May 2018  Compulsory training: TBC  FutureFest Summer School: 9 – 12 July 2018  UniFest Summer School: 16 – 19 July 2018 |

**The Summer School Ambassador role**

You will be responsible for inspiring and supporting a team of 60+ young people in either year 10 (14-15 year olds) or year 12 (16-18 years old)

You must be a positive role model, who is able to encourage and motivate young people, while showing initiative and strong pastoral care.

**Main responsibilities**

**Pastoral care**

* Pastorally care for your group of 20 young people, while being supportive towards the whole summer school of 60+ young people.
* Encourage fairness and integrity among young people.
* Ensure the wellbeing of your young people at all times and adhere to health and safety regulations and statutory safeguarding requirements.
* Work collaboratively with other ambassadors and members of the Student Recruitment team to ensure a high quality programme is delivered.
* Report any behavioural issues back to the Student Recruitment team.

**Event support and delivery**

* Facilitate each young person to be able to try out new skills.
* Be flexible in your approach to planned activities, filling in any gaps in the programme with icebreakers and games as needed.
* Deliver some parts of the sessions, with support of the Student Recruitment team.
* Take an active role in ensuring all members of your team participate with activities.

**Person specification**

Essential:

* Currently studying at Birmingham City University
* A passion for raising aspirations of young people
* Experience of working collaboratively in a team
* Excellent communication skills
* Ability to motivate others
* Ability to make decisions in a timely manner
* Flexible and able to use initiative
* Willing to actively listen to the concerns of young people.

Desirable:

* Experience working with young people, potentially in a residential setting
* Experience of supporting activities and working directly with groups of young people
* Experience working in partnership with schools, universities or companies
* An awareness and understanding of equality and diversity
* Knowledge of safeguarding policies.

**Commitment required**

Once you have passed the interview stage of this application, a commitment is required that you work any shift allocated to you during the duration of the summer schools. Please ensure you’re available to work the dates listed above before applying.

At training, you will be required to sign a code of conduct, to ensure you are familiar with safeguarding procedures.

**Training**

It is essential that you are able to attend the training date, or your application will be invalid.

Training will cover:

* Safeguarding procedures
* Paperwork for a DBS certificate
* Health and safety procedures.

**Accommodation and food**

All food and accommodation will be provided while the summer schools are taking place.

**Payment details**

Once you have passed the interview stage, you will be paid to attend training and have a full DBS check, and will be working up to 34 hours on each of the summer schools.

This will approximately equate to £250 for a three-day summer school

**DBS**

This role is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) certificate. You will be required to bring relevant documents to your training session.

**Apply now:** <https://www.bcu.ac.uk/about-us/schools-and-colleges/summer-school-ambassador-application>

**Closing date:** 10 April 2018

**Interview date:** 10 May 2018