

Widening Access and Student Success

WASS Ambassador Job Description

JOB TITLE: Widening Access and Student Success (WASS) Ambassador

DEPARTMENT: Widening Access and Student Success

RESPONSIBLE TO: Widening Access Manager

WASS Ambassadors are paid £10.65 per hour.

Role of a WASS Ambassador

WASS Ambassadors work on a casual basis to represent the University of Hertfordshire Widening Access team and promote a positive view of higher education, and to assist the Student Success team in their outreach to students studying at the University of Hertfordshire.

Please note, WASS Ambassadors are different to the 'Ambassador' scheme run by our Marketing and Communications Team (purple hoodies).

As a WASS Ambassador, you will primarily work on the University of Hertfordshire campuses with opportunities to work on primary and secondary school sites, with opportunities to join on trips and external events. Ambassadors will work on events that include children from primary school age up to sixth formers and other university students. You will be expected to build mutual respect and act as a role model to the young people you work with. The role of the Ambassadors in these settings is to present a positive view of university in a fun and engaging way that is relatable to the young people, informing and advising them about higher education and understanding the barriers they may face, both now and in the future.

One of the Ambassadors' main objectives will be to help participants to become fully aware of their capacity to succeed in education, and help them to gain a realistic, but ambitious, insight into the range of opportunities available to them. Your duties as an Ambassador will include; supervising and facilitating groups and activities, leading campus tours, talking to young people about your own experiences (either formally in student panel Q & A sessions or informally during events) and general event assistance. WASS Ambassadors may also be used to support phone calls to level 4 students.

It is also vital that you adhere to the Guidelines for Working with Children, Young People and Vulnerable Adults issued by the University of Hertfordshire.

This role may involve working unsociable hours and/or weekends. The casual nature of the Ambassador role means that it is flexible; shifts for events are advertised in advance via the HEAT Ambassador Portal and you can pick those events that most suit your interests / availability. Ambassadors are expected to monitor this portal and sign-up to shifts online.

In the WASS team we value all our staff and there will be opportunity for further development and support in this role.

Student Ambassador Person Specification

Essential (E) or Desirable (D)	Knowledge / personal qualities
E	Current University of Hertfordshire student, who is expected to continue at the University of Hertfordshire for at least the duration of the academic year
E	Ability to adhere to the Guidelines for Working with Children, Young People and Vulnerable Adults issued by the University of Hertfordshire
E	Willingness to undergo an enhanced DBS (Disclosure and Barring Service) disclosure- see below
E	Ability to represent the University of Hertfordshire in a professional and positive manner
E	Reliability
E	Good timekeeping
E	Ability to follow instructions and utilise own initiative
E	Ability to work with other Ambassadors and WASS staff as part of a team
E	Strong English language skills and knowledge of the British school system
E	Ability to act as a positive role model to young people, including the ability to behave appropriately at all times
E	Ability to engage with young people in a fun and interactive way
D	Experience of working with young people
D	Knowledge of the obstacles that people may face when considering higher education as an option
D	Ability to encourage people to raise and achieve their aspirations and consider higher education as an option

DISCLOSURE AND BARRING SERVICE

This post is exempt under the Rehabilitation of Offenders Act 1974 as amended. The University requires that the successful applicant who is offered employment will be subject to a criminal record check from the Disclosure Barring Service before the appointment is confirmed. **An Enhanced Disclosure will be required** and this will include details of cautions, reprimands or final warnings, as well as convictions. The University of Hertfordshire complies with the 'Code of Practice for Registered Persons and other recipients of Disclosure Information'.

WASS Ambassadors can expect to be trained, supported, monitored and paid for carrying out this work.

For more information on the work we do please visit:

WA Team site at <https://www.herts.ac.uk/about-us/widening-access-and-student-success>

Aspire Higher website at <https://aspire-higher.co.uk/>