



Job description

Title of Post: LiNCHigher Ambassador
Responsible to: Project Administrator
Fixed term: Starting ASAP

Job Summary

LiNCHigher is looking to appoint a team of Ambassadors to support the work of the BGU-based team. Roles include;

1. **Outreach** – assisting with activities in and out of schools (countywide)
 - Areas we cover: Lincoln, Gainsborough, Grantham, Boston, the East Coast and the south of the county
 - Giving presentations to share your story
2. **Data entry** – inputting data into the EMWPREP database (based at BGU)
3. **Communications** – supporting the team with social media, newsletters, displays and publications (based at BGU, occasionally county wide)
4. **Unibuddy mentoring** – supporting and mentoring Year 12/13 students on an online platform to help with any questions about going into higher education.

Location/Hours of work

We are looking for ambassadors based across the county and/or those who can travel. Shifts may be outside of normal working hours (evenings and weekends).

Detailed Responsibilities

1. To support activities and events in schools and colleges or on campus
2. To give presentations in schools and colleges or on campus
3. To support the LiNCHigher team with data entry and administrative tasks
4. To help and support young people on our mentoring programme, Unibuddy.
5. Be aware of the health, safety, welfare and child protection policies relating to working with young people.
6. To attend appropriate training and meetings.
7. To comply with the University's Health and Safety Policy, legislation and practice.
8. To maintain professional standards in relationships, including non-discriminatory practices
9. To undertake any other duties as may reasonably be required, including administrative duties appropriate to the role.
10. The post-holder must operate within the guidelines, procedures and regulations of Bishop Grosseteste University.
11. The post-holder must operate within the University's Financial Regulations, Diversity and Equality Policy, Race Equality Policy and other relevant policies.

Person profile

LiNCHigher Ambassador

	Core	Supplementary
Education/ Qualifications And Special Training	Be studying towards a level 3 or level 4 qualification	It would be an advantage if you attended secondary school in Lincolnshire.
Knowledge and Skills	Ability to communicate appropriately and effectively	An understanding of current issues affecting those thinking about higher education Ability to give presentations
Experience	Worked as part of a team and demonstrated a willingness to get stuck in and be a team player	Experience of working with young people Experience of team leading Previous experience as a Student Ambassador or mentor at BGU for at least 6 months
Personal Attributes	Well-organised, enthusiastic and self-motivated Good, confident communicator e.g. with staff, Student Ambassadors, schools, learners and other external contacts Flexibility in approach to work The ability to work some evening and weekends Passionate, creative and hardworking	Hold a current driving licence