

## BISHOP GROSSETESTE UNIVERSITY

### JOB DESCRIPTION

**Title:** Alumni Ambassador

#### **Job Summary**

Under the direction of the Student Recruitment Manager, you will be a member of a pool of Alumni Ambassadors who work to support the Student Recruitment Team at both on campus and off campus events. Full training will be given.

#### **Hours of work**

The nature of the work will mean that you will be asked to work for specific periods of time only, and as alumni we appreciate you are likely to be restricted to what hours of work you can offer. On each occasion where work is available, you will be contacted to ascertain your availability and indicate the period of duty which the current work is likely to entail. Some weekend and evening work may be offered, including overnight stays at some events and early morning and late evening travel.

#### **Detailed Responsibilities**

1. To support with on campus recruitment events, such as open days and applicant days
2. To assist with the running of Taster Days and leading workshops where necessary.
3. To support with the delivery of First Steps 2 Study.
4. To attend HE and Careers Fairs both locally and nationally.
5. To give presentations to School and College students both on and off campus
6. Be aware of the health, safety, welfare and child protection policies relating to working with young people.
7. To attend appropriate training and meetings.
8. To comply with the University's Health and Safety Policy, legislation and practice.
9. To maintain professional standards in relationships, including non-discriminatory practices
10. To undertake any other duties as may reasonably be required, including administrative duties appropriate to the role.
11. The post-holder must operate within the guidelines, procedures and regulations of Bishop Grosseteste University.
12. The post-holder must operate within the University's Financial Regulations, Diversity and Equality Policy, Race Equality Policy and other relevant policies.

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**PERSON PROFILE**

**Alumni Ambassador**

	<b>Core</b>	<b>Supplementary</b>
<b>Education/ Qualifications And Special Training</b>	Completed a degree or equivalent at BGU (including all institutional names prior to BGU)	
<b>Knowledge and Skills</b>	Ability to communicate appropriately and effectively	An understanding of current issues affecting those thinking about higher education  Ability to give presentations
<b>Experience</b>	Experience of working with young people	Experience of team leading  Previous experience as a Student Ambassador or mentor
<b>Personal Attributes</b>	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  Be a former BGU student  The ability to work some evening and weekends  Commitment to the Mission of the University	Hold a current driving licence