

## **Student Ambassador Scheme**

### **Admissions, Recruitment and Marketing**

Each year the University engages in a range of recruitment and outreach activities in order to encourage participation in higher education and applications to the University itself. In order to successfully conduct these activities, the University regularly employs students to act as its representatives.

The University therefore invites applications from students registered for study at the University of East Anglia who are interested in joining the Student Ambassador Scheme. Further details, including terms and conditions, can be found on the RAO intranet at: <https://portal.uea.ac.uk/arm/uk-eu-recruitment-and-outreach/student-ambassador-scheme/prospective-ambassadors>.

The application process will be open from **Monday 24/09/18 until Monday 08/10/18 at 9:00am**. You will not be able to access the application survey until this date. Interviews will take place Week Commencing **05/11/18** and training will take place Week Commencing **19/10/18** for two weeks.

Those successful students who enter the Student Ambassador Scheme must be prepared to participate in all of the activities relevant to the role and to work for at least 24 hours per 12 month period of engagement in the Scheme (or pro rata per period of engagement). More details can be found in the terms and conditions.

In return for successfully completing the terms and conditions of the Scheme, Student Ambassadors will receive an excellent hourly rate of pay and be entitled to obtain a reference from the University confirming that they have formally represented the University as a Student Ambassador.

Please see below for a full job description and person specification.

## Job Description

<b>Job title:</b>	Student Ambassador
<b>Department:</b>	Admissions, Recruitment and Marketing
<b>Purpose:</b>	To act as Ambassadors for, and representatives of, the University by supporting the work of the Recruitment and Outreach Department. To support other teams across the University as required.
<b>Hours of work:</b>	A minimum of 24 hours per 12 month period of engagement on the Scheme (or pro rata per period of engagement). Hours are offered on an ad hoc basis to the Ambassador cohort and Ambassadors choose whether to apply for work.
<b>Dates:</b>	Work is available on an ad hoc basis across the full calendar year, and Ambassadors apply for work advertised.

### Main duties:

- Acting as ambassadors for the University.
- Representing the University at events run by the Outreach; Recruitment; and University Tasters teams. Events include: visit and open days, primary, secondary and sixth form school visits both on and off campus, HE Fairs and summer schools.
- Inspiring and raising aspirations of future generations of university students by sharing own university experiences.
- Supporting the activities of the Recruitment and Outreach Department.
- Opportunities to support individual teams and projects such as: mentoring; tutoring; schools liaison; and enquiries handling.
- Assisting members of University staff in carrying out office duties.
- Other duties appropriate to the post as required.

### **Person specification**

The person specification for this post is attached as Appendix A.

### **Salary**

Salary will be at £9.31 per hour (including holiday pay).

### **Starting date**

November 2018 (as soon as training and document checks have been completed).

### **Criminal Records Check**

Acceptance on to the Scheme is subject to an enhanced DBS check. A copy of the DBS checklist is attached as Appendix B. Please read it carefully. It is the responsibility of any candidate invited to interview to **provide the relevant paperwork on attendance at interview as well as photocopies of any documents you bring.** If you are unsuccessful at interview and not offered a position, all copies of your personal information will be destroyed. If you are unable to bring copies or provide relevant ID you need to contact [ambassadors@uea.ac.uk](mailto:ambassadors@uea.ac.uk) as soon as you can prior to submitting an application. **Anyone attending an interview slot without the paperwork as described above will not be interviewed.**

### **Code of Conduct**

Full details of the code of conduct for the scheme will be made available to all successful candidates. The code of conduct can also be downloaded from the website: <https://portal.uea.ac.uk/arm/uk-eu-recruitment-and-outreach/student-ambassador-scheme/prospective-ambassadors>

### **Application and Recruitment Process**

Applications are made via the Student Ambassador webpages (<https://portal.uea.ac.uk/arm/uk-eu-recruitment-and-outreach/student-ambassador-scheme>). Use the 'How to Apply' tab on the left of the page.

Interested students will be asked to submit a written answer to a question and invitations to interview will be made on the basis of this answer. No other criteria will be considered when making a decision on who to invite to interview. An e-mail will confirm the time, location and details of the interview.



Interviews will take place the week beginning **05/11/18**. Any employment offered will be subject to the candidate providing evidence of their [eligibility to live and work in the UK](#) when they attend their interview.

**Appendix A**  
**Person Specification**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Education, experience and achievement	<ol style="list-style-type: none"> <li>1. A current student studying at UEA.</li> </ol>	<ol style="list-style-type: none"> <li>1. Knowledge of Widening Participation within Higher Education.</li> </ol>
Skills and knowledge	<ol style="list-style-type: none"> <li>1. Excellent communication skills in English Language, both written and verbal.</li> <li>2. Ability to use initiative and problem solving skills.</li> <li>3. Willingness to engage with people from a wide variety of backgrounds.</li> <li>4. Confident talking in front of small and large groups of people.</li> <li>5. Ability to follow written and verbal instructions effectively.</li> <li>6. Professional approach suitable for a people focused role.</li> <li>7. Flexible approach to work.</li> </ol>	<ol style="list-style-type: none"> <li>1. Experience of working with young people.</li> </ol>
Personal Attributes	<ol style="list-style-type: none"> <li>1. Outgoing and friendly personality.</li> <li>2. Motivated and enthusiastic.</li> <li>3. Excellent team player.</li> <li>4. Organised and reliable.</li> <li>5. Able to work independently.</li> </ol>	
Special circumstances	<ol style="list-style-type: none"> <li>1. Keen to share your experience of HE.</li> <li>2. A passion to promote the benefits of HE to young people.</li> </ol>	

**Post:** Student Ambassador

DBS CHECKLIST – ONLY documents named in the following list are acceptable for DBS checks. Any form of documentation not on this list CANNOT be accepted.



**NATIONALITY -**

**UK and EEA please refer to Document 1 on Pages 1-2 for acceptable ID OR**

**NON-UK/EEA please refer to Document 2 on Pages 3-5 for acceptable ID**

**Applicants must:**

1. Present original documents only.
2. UK/EEA nationals only: From **Document 1** provide one document from Group 1 and a further two documents from Group 1, 2a or 2b. Please note one document must verify their current address and one document must verify their date of birth.
3. Non-UK-EEA nationals: From **Document 2** provide one document from the Primary Documents section and two documents from the Support Documents section. Please note one document must verify the applicant’s current address.

**DOCUMENT 1 (UK & EEA NATIONALS ONLY)**

**Group 1: Primary Identity Documents**

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence – photo card (full or provisional)	UK/Isle of Man/Channel Islands and EEA. <b>Please note date of entry into the UK will need to be provided for non UK photo cards</b>
Birth certificate - issued within 12 months of birth	UK and Channel Islands – including those issued by UK authorities overseas, eg Embassies, High Commissions and HM Forces
Adoption Certificate	UK and Channel Islands

**Group 2a: Trusted Government Documents**

Document	Notes
Current driving licence – photo card (full or provisional)	All countries <b>outside the EEA (excluding</b> Isle of Man and Channel Islands). <b>Please note date of entry into the UK will need to be provided for non UK photo cards</b>
Current driving licence – paper version (i.e. issued before 1998) (full or provisional)	UK/Isle of Man/Channel Islands and EEA. <b>Please note date of entry into the UK will need to be provided for non UK driving licences</b>
Birth certificate – issued more than 12 months after birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
Immigration document, visa or work permit	Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based
HM Forces ID card	UK
Firearms licence	UK and Channel Islands and Isle of Man

**All driving licences must be valid (<https://www.gov.uk/driving-nongb-licence>)**

**(Document 1 continued) Group 2b: Financial and social history documents**



Document	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society statement	Countries outside the EEA. Branch must be in the country where the applicant lives and works	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, eg pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Work permit or visa	UK	Valid up to expiry date
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill/statement (e.g. electricity, gas, water or telephone)	UK – not mobile telephone bill	Issued in last 3 months
Benefit statement, eg Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HMRC *	UK and Channel Islands	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HMRC*	UK and Channel Islands *Please note if two documents provided in total under this category they must be from different sources.	Issued in last 3 months
EEA National ID card	-	Must still be valid
Cards carrying the PASS accreditation logo	UK and Channel Islands	Must still be valid
Letter from Head Teacher or College Principal from a UK Institution	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid

**DOCUMENT 2 (NON-UK & NON-EEA NATIONALS ONLY)**

**Primary Documents (provide one document from this section)**

<b>Document</b>	<b>Notes</b>
A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK	UK
A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question	UK
A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK	Any current and valid passport
A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question	Any current and valid passport
A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service	UK
An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service	UK
<b>Applicants providing one of the following documents must also provide a current valid passport:</b>	
A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence	UK
A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer	UK
A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer	UK



**SUPPORTING DOCUMENTS** (provide two documents from any group below)



Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence – photo card (full or provisional)	UK/Isle of Man/Channel Islands and EEA. <b>Please note date of entry into the UK will need to be provided for non UK photo cards</b>
Birth certificate - issued within 12 months of birth	UK and Channel Islands – including those issued by UK authorities overseas, eg Embassies, High Commissions and HM Forces
Adoption Certificate	UK and Channel Islands

**A passport or biometric residence permit can only be used as a supporting document if it has not already been used as a Primary Document.**

**Group 2a**

Document	Notes
Current driving licence – photo card (full or provisional)	All countries <b>outside the EEA (excluding</b> Isle of Man and Channel Islands). <b>Please note date of entry into the UK will need to be provided for non UK photo cards</b>
Current driving licence – paper version (i.e. issued before 1998) (full or provisional)	UK/Isle of Man/Channel Islands and EEA. <b>Please note date of entry into the UK will need to be provided for non UK driving licences</b>
Birth certificate – issued more than 12 months afterbirth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
Immigration document, visa or work permit (for applicants living and working outside the UK)	Issued by the country where the role is based
HM Forces ID card	UK
Firearms licence	UK and Channel Islands and Isle of Man

**All driving licences must be valid (<https://www.gov.uk/driving-nongb-licence>)**

**Group 2b**

Document	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society statement (for applicants living and working outside the UK)	Countries outside the EEA. Branch must be in the country where the applicant lives and works	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months

Financial statement, eg pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Work permit or visa	UK	Valid up to expiry date
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill/statement (e.g. electricity, gas, water or telephone)	UK – not mobile telephone bill	Issued in last 3 months
Benefit statement, eg Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HMRC *	UK and Channel Islands	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HMRC*	UK and Channel Islands <b>*Please note if two documents provided in total under this category they must be from different sources.</b>	Issued in last 3 months
EEA National ID card	-	Must still be valid
Cards carrying the PASS accreditation logo	UK and Channel Islands	Must still be valid
Letter from Head Teacher or College Principal from a UK Institution	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid