



THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■

## Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

**Job title: Widening Participation Student Ambassador**

**Department/Division: Widening Participation Team**  
**Accountable to: WP Coordinator**

### **Widening Participation**

At LSE we believe that all students should have the opportunity to go on to higher education regardless of their background, and that it is our social responsibility to encourage and support them in exploring their options and making their decisions.

The Widening Participation Team runs a comprehensive programme of pre-entry widening participation activity primarily targeted at young people from schools and colleges throughout Greater London. On average, the Team engages with 2,500 different young people each year ranging in age from 10-18 years old. Our WP activity is specifically targeted based on criteria known to affect participation into Higher Education. The programme comprises a series of projects designed to meet the over-arching aims of the WP programme.

### **The Student Ambassador Programme**

The Widening Participation Student Ambassador Scheme is an opportunity for undergraduate students to gain experience working with children and young people in an educational setting. Student Ambassadors play a supporting role across the majority of LSE Widening Participation activities. With training and ongoing guidance, Student Ambassadors engage with and facilitate small groups of young people (10-18 year olds), parents and teachers through a number of opportunities including campus tours, Higher Education fairs, on campus WP events and LSE open days.

Key to the work as an ambassador is the ability to act as a role model, providing guidance, motivation and encouragement to the students we work with. Through our events and activities, student ambassadors will help school students gain a better understanding of the opportunities available to them, gain confidence in their own abilities to succeed in education, and gain a better

insight into Higher Education and life as a University student, with the aim that young students they will feel a greater sense that they will belong at a

## Duties/Responsibilities

### Requirements and Expectations:

- Be a friendly, engaging and positive representative for the LSE, your course and your department.
- Work closely and professionally with other Student Ambassadors
- Be presentable
- Act as a role model to students on WP programmes

Examples of work you may be offered:

- Widening Participation on campus sessions for schools (ACE, Introduction to the Social Sciences, Moving On)
- Widening Participation conferences (The Black Achievement conference, Politics Conference, Pathways to Law Conference)
- Event preparation
- Office work

As a Student Ambassador you will also be offered work with the Student Recruitment Team. Examples of opportunities include:

- Student Shadowing
- Campus Tours
- Taster courses
- Open days
- Offer holder days

## Contractual Commitments

Upon successful application and completed training, all Student Ambassadors will be set up on a temporary hourly-paid staff contract for one academic year. Student Ambassadors will be given the opportunity to renew their contract for another year if they wish to continue working.

The position of Student Ambassador is flexible around your academic studies. Events take place frequently and ad-hoc opportunities come up throughout the academic year including during the summer break. Work is advertised as and when it is available allowing sign up for the work when desired.

Student Ambassadors are responsible for managing their schedules and committing to the work they sign up to once booked.

International Students on a Tier 4 study visa should ensure that they are not working more than the maximum number of hours as detailed on their visa during term time.

### LSE (WP) Child Protection Policy

As this post involves working with young people, you will be required to complete a Disclosure and Barring Service (DBS) check in order to comply with LSE WP's Child Protection Policy.

## Application and Recruitment Process

Applications are made online via our [website](#).

They will open on 23<sup>rd</sup> September 2019 and close on 2<sup>nd</sup> October.

If you are successful following the interview, you will be required to attend a 3 hour Student Ambassador training session on either of the following dates and times:

Friday 18<sup>th</sup> October  
Wednesday 23<sup>rd</sup> October

### **Salary**

Student Ambassadors are placed on the first step of the LSE hourly-paid salary scale. This is currently set at £13.29 an hour which includes holiday pay.

### **Flexibility**

To deliver services effectively, a degree of flexibility is needed, and you will also be expected to carry out any additional tasks as directed by the Course Director/Course Leader/ WP Team.

### **Environmental Sustainability**

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.

**Deadline for applications is 23:59 Wednesday 2nd October 2019.**

**If your application is shortlisted you will be invited to a group interview on the 10<sup>th</sup> or 11<sup>th</sup> October**