



New College
of the Humanities

Senior Student Ambassador

Job Description

POSITION OVERVIEW

Department	Marketing, Admissions, Recruitment, Visas
Location	London
Term	Part time (zero hour contract), fixed-term
Salary	£11.50 per hour (gross)
Start/End	November 2021 - September 2022
Reports to	Recruitment and Admissions Adviser

The role is designed to support the Recruitment and Admissions Adviser, and the wider Recruitment Team in the administration and logistical implementation of the Student Ambassador scheme, especially as it pertains to postgraduate Student Ambassadors. The role incorporates administrative, recruitment, and marketing activities. This role is best suited to a current postgraduate Student Ambassador looking for greater responsibility and seniority within the Student Ambassador scheme. It will provide you with skills and experience that are highly transferable to a wide range of sectors.

The nature of this post is a zero-hour/hourly paid contract. Hours are paid in line with approved timesheets, which hours can be flexibly delivered.

SENIOR STUDENT AMBASSADOR

DUTIES AND RESPONSIBILITIES

SUPPORTING DELIVERY OF THE STUDENT AMBASSADOR SCHEME

- To facilitate and coordinate the delivery of the NCH Buddy scheme
- To facilitate event shift confirmation and event briefings for student ambassadors
- To collect and collate feedback on the Student Ambassador scheme
- To proofread and provide feedback on student blog posts
- To be available for FAQ and refresher training as needed

RECRUITMENT

- To support Recruitment Team with planning and delivery of Postgraduate recruitment activities
- To deliver phone call campaigns to prospective students and applicants
- To provide support on events planning and implementation
- To provide support on other recruitment activities

MARKETING

- To coordinate social media content creation within the Student Ambassador scheme
- To create social media content
- To conduct and report on research into social media use in the target audience
- To provide support on other marketing activities

OTHER

- To undertake any other duties commensurate with the level of responsibility of this post, for which the post holder has the necessary experience and/or training
- Foster a positive work environment with a good team spirit, including the wider support teams, with student experience at the forefront of all efforts

QUALIFICATIONS AND EXPERIENCE

Person specifications

- On track to receiving a Postgraduate degree (E)
- Up to date with College assignments (E)

SENIOR STUDENT AMBASSADOR

- Looking to graduate no earlier than June 2022 (E)
- Experience of working within a university environment as a Student Ambassador (E)
- Experience of working in a team (E)
- Experience of using Social Media (D)
- Good track record of attendance at NCH Student Ambassador events (E)
- Good organisational skills, the ability to time manage and prioritise workload (E)
- A strong administrator with excellent IT skills (D)
- Experience in a leadership role (D)

APPLICATION PROCESS

Applications should be made via [this link](#) by midday (12:00 PM), **25 October 2021**. Please reference your application "**PGA1021**". Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of your experience and how you meet the person specification for this role (no more than one page), together with your curriculum vitae.

Successful applicants shortlisted for interview will be contacted by the end of day 27th October, with interviews being held week commencing 1st November.

Applications are welcome from all sections of the community and will be judged on merit alone.