ROLE DESCRIPTION

Post title: Employability Points Student Ambassador
Salary: Autumn – Spring Terms (18th September 2017 – 8th December and 15th January – 6th April 2018)
Will include 5 hours per week at £500.00 per term

Department: Employability Points Scheme
Kent Innovation and Enterprise

Location: University of Kent, Canterbury Campus

Reports to: Employability Points Officer

Applications Start Date: 3rd July 2017
Applications End Date: 4th September 2017
Interviews to be held: Week commencing 11th September 2017

MAIN PURPOSE OF THE ROLE

1. You will support the Employability Points Officer and Employability Points Assistant in developing, marketing and promoting the Employability Points Scheme across Canterbury, Medway, and Tonbridge campuses. Following the successful launch of the EP Scheme in 2011/12 the University is seeking to expand the scheme to reach as many students as possible.


3. Create and maintain departmental, Kent Union and GK Unions and student society contacts and ensure effective communication flow.

4. Along with EP Officer and EP Assistant work closely with student societies, University departments and Kent Union and GK Unions to co-ordinate student sign-ups.

5. Other relevant duties as directed by EP Officer or Enterprise Relationship Manager.

MAIN DUTIES

1. Market and promote the Employability Points Scheme across Canterbury, Medway, and Tonbridge campuses

   - Develop and maintain a campus presence, promoting the scheme, particularly through delivering presentations, announcements and lecture ‘shout-outs’.
   - Attend departmental and student events and present on the EP Scheme.
   - Communicate with student society representatives regarding promotion of the EP Scheme.
   - Communicate with representatives from the Careers and Employability Service, Kent Union, GK Unions, UELT, and other University personnel regarding promotion of the scheme.

2. Maximising exposure of scheme to student body

   - Contribute significantly towards ensuring at least 8,500* students are signed up to the scheme (*note: a percentage of students will roll-over from the 2016-17 academic year, meaning the starting point will not be zero students.)
   - Work with Employability Points Officer on increasing student society and sports team engagement.
Employability Points Officer

• Develop an awareness of EP rewards and current sponsoring businesses and alongside the EP Officer, disseminate this information to students across all campuses.
• Attend student events to promote scheme.
• Utilise social media to market the scheme.

3. Create and maintain departmental contacts and ensure effective communication flow

• Ensure relevant events are publicised on social media and obtain attendance sheets.
• Meet with relevant personnel on a regular basis for inter-departmental updates.

4. Co-ordinate student sign-ups and calculation of points

• Work with EP Officer to maximise exposure of scheme to student body.
• Email registration link to attendants at University events.
• Acquire attendance sheets from extra-curricular events held by the University of Kent, Kent Union/GK Unions and student societies.

SPECIFIC ELEMENTS OF ROLE

Please give examples of specific elements of the role under the headings below:

1. Line management responsibilities:
   No direct line management of staff.

2. Contacts (outside the department) both inside and outside the University that the Role Holder has regular interactions with:

   Inside the University: Enterprise Manager, University Career Advisors, Academic Schools Employability Officers, Curriculum and Education Developer UELT, Manager of SLAS, Kent Union Student Activities Manager, Volunteer Coordinator, Manager of the Student Ambassadors, International Office, European Office, departmental Work Placement Officers, Department Administrators, IT Manager.

   Outside the University:
   Local and national employers.

3. Work Environment/Physical Effort
   Office environment and attending out of hours events.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE

Please give details of the qualifications, knowledge, skills and experience required to effectively carry out the requirements of this role (please indicate in terms of qualifications what qualifications the Role Holder has attained or is working towards)

Qualifications
A’level or degree standard with previous project management and/or promotional experience.

Knowledge
• Enthusiasm and good understanding of employability skills issues.
• Good understanding of extra-curricular activities available to students.
• Good understanding of employability opportunities available to students.
• Good understanding of university structure and services.

Skills
• Self-motivated and pro-active with the ability to multi-task.
• Strong presentation skills.
• Excellent interpersonal and networking skills, ability to work with a range of different interest groups.
- Effective communicator with good listening and empathy skills.
- Good organisational skills, with the ability to prioritise a demanding workloads and work to tight schedules.
- Excellent team-working and people skills.
- Reliable, trustworthy, creative with ability to take initiative.
- Excellent administration skills.
- Natural problem solver.
- Entrepreneurial and highly motivated with a ‘can do’ attitude.
- Computer literacy.