

ROLE DESCRIPTION

Post title: Employability Points Student Ambassador (Canterbury)
Salary: Spring Term only (14th January – 5th April 2019)
Will include 5 hours per week at £525.00 per term

Department: Employability Points Scheme
Kent Innovation and Enterprise

Location: University of Kent, Canterbury Campus

Reports to: Employability Points Officer

Applications Start Date: 27th November 2018

Applications End Date: 3rd January 2019 (23:59)

Interviews to be held: 11th January 2019

MAIN PURPOSE OF THE ROLE

1. To increase student engagement with the EP Scheme in Canterbury to help ensure over 8,500 students are registered on the scheme.
2. To increase awareness of EP rewards and the EP deadline, with the intention of increasing the number of students applying for rewards.
3. Work with University of Kent departments, Kent Union and academic schools to maintain a network of active stakeholders.
4. Collaborate with student groups, including societies, sports team, media groups and community action groups to ensure maximum awareness and engagement with the EP Scheme.

MAIN DUTIES

1. **Ensure at least 8,500 students are registered on the EP Scheme in 2018-19 and overall student engagement is enhanced.**
 - Create a campus presence through the delivery of campus pop-ups and undertaking leafleting campaigns.
 - Deliver lecture-shouts throughout the year across all academic faculties.
 - Attend University and Kent Union events, representing the EP Scheme.
 - Deliver presentations to student groups.
 - Create social media content to be disseminated across social media and web platforms.

- Ensure the dissemination of attendance sheets at events and collate for the allocation of points.
2. **Create an awareness of EP rewards and ensure students redeem their points for rewards in Term 2.**
 - Through undertaking various promotional activities, including leafleting, shout-outs, presentations, student media activities and attending events, you will ensure students are fully aware of the 2018-19 deadline to log points.
 - You will maintain an up-to-date awareness of EP sponsors and rewards and tailor your marketing message to inform students of relevant opportunities.
 - You will develop a sound understanding of the rewards process and provide direction to students on how to complete this.
 3. **Work with University of Kent departments, Kent Union and academic schools to increase awareness of the EP Scheme and establish further opportunities for promotion.**
 - Meet and collaborate with University and Kent Union personal to maintain an active network of stakeholders.
 - Liaise with internal stakeholders and student societies for the collection of attendance data for the allocation of points.
 - Collaborate with student ambassadors for alternative schemes and initiatives to ensure a consistent approach towards promoting student employability.
 - Work with Kent Union personal and Sabbatical Officers to enhance to student participation in co-curricular activities.
 4. **Collaborate with student societies, sports teams, media groups and community action groups to ensure maximum engagement.**
 - Establish contact with student groups to create opportunities to promote the scheme to associated members.
 - Attend student group meetings and events to deliver shout-outs and presentations.
 - Ensure the frequent dissemination of attendance sheets and take responsibility for returning these to the EP team for the allocation of points.
 - Collaborate with student media groups, including Inquire, CSR FM and KTV to establish further means of promoting the EP Scheme.

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 Relationship Manager, University Employability Advisors, Academic Schools Employability Officers, Volunteer Management and Graduate Employability Intern, Kent Union's Head of Volunteer Management and Graduate Employability, JobShop Manager, University academic staff.

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 equivalent with previous project management and/or promotional experience.

Knowledge

- Enthusiasm and good understanding of employability skills issues.
- Good understanding of co-curricular activities available to student available via the University of Kent and Kent Union.
- 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, including staff, students and external businesses.
- Good organisational skills, with the ability to prioritise a demanding workloads and work to tight schedules.
- Strong administrative skills, with the ability to arrange meetings, manage time efficiently and create PR material.
- High level of initiative and capable of working independently.
- Effective communicator with good listening and empathy skills.
- Excellent team-working and people skills.
- Reliable, trustworthy and creative.
- Natural problem solver.
- Computer literacy.