**ROLE DESCRIPTION**

**Post title:** Medway Employability Points Student Ambassador

**Salary:** Autumn – Spring Terms (17th September 2018 – 7th December and 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, Medway Campus

**Reports to:** Employability Points Officer or their nominee

**Applications Start Date:** 9th July 2018
**Applications End Date:** 3rd September 2018
**Interviews to be held:** 12th September 2018

**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 to students studying at the Medway campus.
2. Create and develop a network of staff stakeholders based at Medway.
3. Work closely with GK Unions, student societies and student sports teams to ensure maximum engagement.
4. Assist the EP team at the Canterbury campus during particularly busy periods.

**MAIN DUTIES**

1. **Market and promote the Employability Points Scheme at the Medway Campus**
   - Contribute significantly towards ensuring Medway student engagement significantly increases from 950.
   - 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, GK Unions, other University personnel regarding promotion of the scheme.

2. **Increase student engagement with the EP Scheme**
   - Plan and deliver pop-ups within academic schools and key strategic areas on the Medway Campus.
   - Facilitate and undertake 1-1 meetings with current students.
   - Develop an awareness of EP rewards and current sponsoring businesses and alongside the EP Officer, disseminate this information to students across all relevant Medway schools.
Employability Points Officer

- Undertake e-marketing campaigns.
- Attend student society events to promote scheme.
- Lead on the Medway-specific social media streams (Facebook and Twitter).
- Utilise Medway-specific social media streams to generate and post content, schedule posts, review analytics, engage with central accounts and respond to social media enquires.
- Undertake leafleting campaigns across campus.

3. **Create and establish a network of Medway staff stakeholders**

- Ensure frequent meetings with academic school representatives, Careers and Employability Service and GK Unions.
- Share practices and undertake joint promotion where possible with schools and departments.
- Collaborate with student brand ambassadors (e.g. Enterprise Rent-a-Car and Hub for Innovation and Enterprise).
- Collect attendance data for student events from schools and departments, which is to be sent to the EP team (for the allocation of points).

4. **Work closely with GK Unions and student society and sports teams**

- Ensure frequent meetings with key GK Union staff to ensure collaboration on promoting co-curricular engagement.
- Meet with student representatives for GK Unions and ensure collaboration of key employability issues.
- Attend society meetings/engagements, ensuring attendance data is collected.
- Plan and deliver shout-outs and talks at student society events.
- Create a database of Medway student society and sports teams and utilise to establish a wider network.
- Collect attendance data for student society events, which is to sent to the EP team (for the allocation of points).
- Plan and implement events, which will be funded by a micro-budget.

5. **Administration and Support**

- Generate reports for internal and external audiences on student engagement in Medway.
- Create promotional material, including student and business case studies, blog posts and social media content.
- Assist the EP Officer with planning for the annual EP Rewards Evening, due to be held in Canterbury 2019.
- Plan and facilitate focus groups with students and staff.

6. **Wider promotional support**

- Collaborate with the Student EP Ambassador to promote the EP Scheme during busy periods at the Canterbury campus (e.g. Careers Fair and Freshers Fair).

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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, Hub Coordinator, University Career Advisors, Academic Schools Employability Officers, Volunteer and Skills Development
Coordinator, Department Administrators, Academic staff and School Administration Managers.

**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**
- Strong appreciation of co-curricular activities available to students.
- Awareness of the Medway campus and an understanding of the associated challenges.
- Enthusiasm and good understanding of employability skills issues.
- 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.