

Job Description



Post title: Development Postgraduate Ambassador (Uncovering Histories)

Band D

Department: Outreach and Widening Participation

Responsible to: Outreach and Widening Participation

Job Purpose

The Outreach & Widening Participation (OWP) team and Academic Divisions employ postgraduate students (normally undertaking a PhD) to develop our outreach curriculum for schools, colleges and community settings in Kent and Medway, as well as for development of online content for remote learning workshops. Development Postgraduate Ambassadors will be required to understand the University's aims and targets, working closely with members of the Outreach and Widening Participation team to devise, create and evaluate activities which will help us to meet those aims and targets.

The key skills required by an Development Postgraduate Ambassador are flexibility to adapt to different working environments and roles, strong organisational skills, the ability to work on own initiative and confidence and sensitivity to interact with a wide range of individuals. Development Postgraduate Ambassadors should have the potential to plan and deliver subject-specific activities to various audiences which are age and level appropriate and have the potential to adapt sessions in order to relate to college, secondary or primary school students. They should have creativity, imagination, an understanding of pedagogy, and what makes a successful workshop, and an understanding of the University of Kent's outreach work. Excellent communication skills, an attention to detail, and an ability to work under your own initiative are also required. Experience of researching and creating content, especially educational content, would also be valuable.

Development Postgraduate Ambassadors will usually be asked to work on specific projects, under the guidance of one or more staff team members. They will commit to a specific and time limited amount of work towards the creation, and possibly the implementation, of this project. This could range from small development tasks, such as creating handouts, videos or other online resources, to larger tasks supporting a project from conception to completion. Smaller tasks may constitute a single work opportunity of two or three hours, whereas longer projects may take place over a series of weeks or months with specific hours to be worked each week. Ambassadors will shape their role with the Development Team according to their goals and preferences. Development Postgraduate Ambassadors may also be asked to review existing curriculum material, making practical updates where required, and suggesting improvements from the perspective of students and ambassadors.

Development Postgraduate Ambassadors should be prepared to work both autonomously and as part of a team with staff and, sometimes, supporting ambassadors. They may also be required to liaise with external staff such as school/college teachers. Development Postgraduate Ambassadors may work in the OWP office, or remotely, depending on the tasks and their preferences. There may also sometimes be the opportunity to work on activities as an observer or as part of a pilot process. They must always ensure that the University and higher education are represented positively and accurately.

Development Postgraduate Ambassadors are expected to attend training before undertaking work. Training will cover aspects such as the Safeguarding of children, young people and adults at risk and online training modules such as Health and Safety.

The Outreach & Widening Participation (OWP) team delivers outreach activity to students from a Widening Participation background. The Development Postgraduate Ambassador should have an understanding of the Widening Participation agenda when preparing and delivering subject sessions, and an awareness of the barriers these students may face.

The Development Postgraduate Ambassador would need to work closely with the OWP, University of Kent staff, and school and college staff, to ensure that procedures are followed and relevant paperwork completed.

Development Postgraduate Ambassadors are required to complete a DBS check in order to undertake any work in schools/colleges.

Key Duties

- To lead on the development of new activities for the Outreach and Widening Participation curriculum
- To create, develop and prepare outreach materials for schools, colleges and community groups
- To deliver sessions both on and off campus to schools, colleges and community groups
- To assist colleagues with the delivery of activities
- To liaise with OWP staff and external school and college partners to develop teaching activities
- To coordinate and deliver whole day events as well as one-off teaching sessions
- To coordinate the review and update of existing curriculum materials
- To contribute to programme and session evaluation

Person Specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applicants are assessed against each of the criteria either at application or interview stage.

PERSON SPECIFICATION	Essential	Desirable
Qualifications		
A good honours degree, or equivalent, in a relevant discipline.	x	
Enrolled on a postgraduate programme at the University of Kent, usually a PhD	x	
Experience		
Previous experience of working with young people or in the community		x

Current or previous teaching experience		X
Previous experience of workshop design		X
Knowledge:		
An advanced knowledge of the relevant subject area	X	
An understanding of pedagogy		X
Knowledge of the University of Kent		X
Understanding of higher education, UCAS admissions procedure and available financial support		X
Understanding and awareness of widening participation issues	X	
Skills:		
Responsibility – ability to take responsibility in a suitable situation/environment	X	
Ability to represent the University in a positive and professional manner with external institutions	X	
Ability to work autonomously	X	
Flexibility – able to adapt to different working environments and roles	X	
Strong organisational skills and the ability to carefully follow instructions	X	
Confidence and sensitivity to interact with a wide range of individuals	X	
Ability to work on own initiative	X	
The ability to communicate with clarity and enthusiasm and the potential to be able to do so to a range of age groups	X	
Ability to work in a professional and mature manner	X	
Ability to adapt to external environment	X	
Potential to relate to college, secondary or primary school students	X	
Potential to plan subject-specific activities which are age and level-appropriate	X	
Potential to deliver subject-specific activities to various audiences in a confident manner.	X	

Application Process

To apply for this post you will be required to complete an online application form.

Health, Safety and Wellbeing Considerations

This role involves undertaking duties which include the Health, Safety and wellbeing issues outlined below. Please be aware of these, when considering your suitability for the role.

- Occasional manual handling
- Regular and prolonged periods of standing/walking
- Occasional prolonged weather hazard exposure – wind/rain/snow/pollen/UV & sun