



Student Ambassador Job Specification

Becoming a Student Ambassador for The Manchester College is a great way to develop your skills and confidence. It's something to be proud of and something to shout about when you apply for university or a job. Most importantly we expect you to have fun in your role, to make new friends, enjoy your time at college and achieve to your full potential.

Roles and Responsibilities

Events Ambassador – Supporting open days, interview days and taster days. This involves greeting and speaking to potential students and parents, escorting them around the college and helping the staff to run activities.

Enrichment Champion

Supporting student events, scanning student participation and collecting feedback. Promoting Equality and Diversity, leading on lunchtime activities and encouraging students to participate. Organising events, producing marketing materials and events promotion.

My Voice

Collecting students' views, carrying out 'stop and ask' surveys, publicising student support networks and meeting governors and inspectors.

Work closely with Programme of Study Representatives – As part of your My Voice responsibilities you will also work closely with the Study Representatives who will support you with gathering the views of their fellow students. You will then have a good understanding of how students feel about the facilities, opportunities and resources available here at The Manchester College.

Desirable Skills/Attributes:

Flexibility – able to adapt to different working environments and roles.

Communication – able to communicate effectively with various age groups.

Proactive – able to take initiative and work independently.

Professional – able to work in a professional and mature manner.

Confidence – able to interact with peers, staff and visitors to the college.

Knowledge – have a sound knowledge of the campus and student life.

Expectations

Within each of these roles there are certain requirements and behaviours we expect of you as a representative of the college.

Be Aware of 'The Deal'

The Deal sets out what we expect of every student and member of staff. As an ambassador we would like you to be someone who models the deal and leads by example. Please see attached a copy of The Deal.

Support a least ten events over the year --To ensure you get the most from your experience we suggest you support a minimum of ten events across the year.

Attend any training offered

We want to give you tools to develop your skills and support your role as ambassador. There will be training opportunities on, British values, IT skills, employability skills, project planning and confidence building.

Attend Meetings

Each term we will have a meeting to discuss your ideas for events and you will be asked to fill in a skills audit so we can track your development across the year. You will also be able to meet with governors, inspectors, Vice Principals and other staff members and your fellow ambassadors and Study Representatives.

Complete your digital badge in Citizenship

Completing a digital badge with us is a great way for you to demonstrate all the skills you have acquired within your ambassador role. You will have a training session on how to access the Citizenship Badge on Moodle and will be able to complete this via My Day in your own free time, whether that be in college or at home.