



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Undergraduate Student Ambassador

Department/Division: Widening Participation, Recruitment and Admissions - Academic Registrar's Division (ARD)

Accountable to: Senior Widening Participation Officer

The Recruitment and Admissions team takes lead responsibility for achieving the School's student recruitment targets. It comprises 5 teams:

- Admissions
- Financial Support Office
- Student Marketing
- Student Recruitment & Study Abroad
- Widening Participation

As an **Undergraduate Student Ambassador** you will play a key role in supporting LSE's Widening Participation and Student Recruitment events and activities and in doing so supporting LSE's efforts to widen access for UK undergraduate students from underrepresented groups.

The Widening Participation team (WP) supports the attainment and progression to HE for hundreds of young people each year. Student Ambassadors support the delivery of WP events including supervising and leading groups of school students, supporting engagement in workshops, presentations, discussions, and project work both on and off campus.

As a Student Ambassador you will have the opportunity to support LSE's Student Recruitment events and activities by sharing your experiences of applying to and studying at LSE with prospective students, including working at Open Days, delivering Campus tours, participating in the Student Shadowing scheme and other on and off-campus events.

Duties and Responsibilities

Main duties:

- Attend paid Student Ambassador Training and online NSPCC safeguarding training before commencing work as a Student Ambassador, as well event/ programme specific training as necessary.
- Undertake all work in line with LSE policies, procedures and regulations, including the relevant Staff Code of Conduct, Activity Guidance and Safeguarding Reporting Procedure.
- Act as a role model to students at all times and be a positive representative for your course, department, the LSE and Higher Education more broadly.



- Demonstrate excellent attendance, punctuality, and commitment to the role, as well as behaving in a professional manner at all times including, but not limited to, being friendly, engaging and presentable.
- Work closely and professionally with the Widening Participation and Student Recruitment and Study Abroad teams, as well as other Student Ambassadors and student staff.
- Support with the delivery of WP and SRSA activities both in person and online- examples include supervising students and supporting their engagement in workshops, presentations, discussions and project work, participating in student Q&A panels, leading campus tours, providing assistance at Open and Offer Holder days and providing administrative support to online events.
- Ensure that all young people are safe at all times by supporting the implementation of safeguarding processes and addressing minor behavioural issues where appropriate, referring more serious issues to a member of LSE staff quickly and responsibly in line with training.
- Any other duties commensurate with the grade and purpose of the post.

LSE (WP) Child Protection Policy and Disclosure and Barring Service

All applicants should be aware that this position will be subject to an enhanced Disclosure and Barring Service (DBS) check with childrens' barred list. This will be completed and paid for by the LSE Widening Participation Team and any offer of employment made is conditional on receipt of a satisfactory DBS check.

Alongside the enhanced Disclosure and Barring Service (DBS) check, the Widening Participation team are required to undertake a Risk Assessment for anyone who has resided outside of the UK since the age of 18 as disclosure reports may not include information on convictions from outside the UK. In this instance successful applicants may be required to provide details of a referee from a previous Educational Establishment so that a reference can be sought.

In line with the [NSPCC Safer Recruitment Practice](#), all successful applicants will also be required to provide the details of at least **one suitable referee** and a reference will be sought. Any offer of employment is conditional on a satisfactory reference.

LSE undertakes to discuss any matter revealed on a DBS certificate or references with the individual seeking the position before withdrawing or amending a conditional offer of employment. Having a criminal record will not necessarily bar an individual from working with LSE, depending upon the nature of the position sought as well as the circumstances of the revealed offence.

More information on this check can be found online at <https://www.gov.uk/disclosure-barring-service-check/overview> and in the [LSE WP Safeguarding Guidance and Procedures](#).

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.



Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The [Ethics Code](#) clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.