



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

Job title: Undergraduate Student Ambassador

Department/Division: Recruitment and Admissions – Academic Registrar’s Division

Accountable to: Senior Widening Participation Officer

Competency	Evidence	E/D
Qualifications	Studying for an undergraduate qualification at LSE	E
	In Year 1 of undergraduate studies	E
Knowledge and Experience	Knowledge of UK education, especially the schools and higher education sectors; and widening participation issues	E
	An understanding of potential barriers faced by young people with regards to access to Higher Education	E
	Experience of working with children and/or young people	E
	An awareness of safeguarding and equity, diversity, and inclusion issues	E
	Previous experience of using the Universities and Colleges Admissions System (UCAS) and an awareness of the current process of applying to higher education	D
	Experience of participating in a Widening Participation programme	D
Communication	Excellent oral and written communication skills	E
	Ability to work and communicate with people at all levels including academic staff, teachers and pupils, parents and carers and external funders	E
Teamwork and Motivation	Ability to work both individually and as part of a team	E

	Ability to guide and motivate others	E
Liaison and Networking	Ability to interact with and inspire young people from a range of backgrounds	E
Service Delivery	Reliable, punctual, organised and conscientious	E
Initiative and Problem Solving	The ability to take initiative and resolve problems when needed	E
Other	This role requires a willingness to work flexibly including evening and weekend work.	E

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.