



LSE is committed to building a diverse, equitable and truly inclusive university

Student Recruitment & Study Abroad and Widening Participation– Academic Registrar’s Division

Undergraduate Student Ambassador

Student Ambassadors are placed on the first step of the LSE hourly-paid salary scales. This is currently set at £15.60 an hour which includes holiday pay. This is inclusive of London allowance.

This is a fixed term appointment from October 2024 – August 2025, with an opportunity to extend your contract for subsequent academic years.

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.

Candidates should be in Year 1 of Undergraduate study at LSE.

Candidates should have:

- Knowledge of UK education, especially the schools and higher education sectors; and widening participation issues
- An understanding of potential barriers faced by young people with regards to access to Higher Education
- Experience of working with children and/or young people.



- An awareness of safeguarding and equity, diversity, and inclusion issues

This position will be subject to an enhanced Disclosure and Barring Service (DBS) check with childrens' barred list. Any offer of employment made is conditional on receipt of a satisfactory DBS check.

For further information about the post, please see the [job description](#) and the [person specification](#).

To apply for this post, please go to <https://portal.lse.ac.uk/participate/s/>. If you have any technical queries regarding the online system, please contact widening.participation@lse.ac.uk. Should you have any queries about the role, please email ard.ambassadors@lse.ac.uk.

The closing date for receipt of applications is Tuesday 1 October 2024 (23.59 UK time). Regrettably, we are unable to accept any late applications.

Contractual Commitments

Upon successful application and completed training, all Student Ambassadors will be placed on a temporary hourly-paid staff contract for one academic year. Student Ambassadors will be given the opportunity to renew their contract for another year if they wish to continue working.

The position of Student Ambassador is flexible around your academic studies. Events take place frequently and ad-hoc opportunities come up throughout the academic year including during the summer break. Work is advertised as and when it is available allowing sign up for the work when desired.

Student Ambassadors are responsible for managing their schedules and committing to the work they sign up to once booked.

International Students on a Tier 4 study visa should ensure that they are not working more than the maximum number of hours as detailed on their visa during term time.

Application and Recruitment Process

Applications are made online via our [participate portal here](#). They will open on Monday 23 September 2024 and close on Tuesday 1 October 2024 at 23:59.

Interviews will take place on Monday 14, Tuesday 15 and Wednesday 16 October 2024.

Training

If you are successful following the interview, you will be required to complete a compulsory NSPCC training module and attend a compulsory paid Student Ambassador training session on the afternoon of **Wednesday 30 October 2024**.

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

All applicants should be aware that successful applicants to the post will be required to complete an



enhanced DBS clearance, including a check as to whether the applicant is barred from working with children. This will be completed and paid for by the LSE Widening Participation Team.

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 at least one 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](#).

Salary

Student Ambassadors are placed on the first step of the LSE hourly-paid salary scales. This is currently set at £15.60 an hour which includes holiday pay.