

# Student Ambassador

## Job Description

<b>Job title:</b>	Student Ambassador
<b>Department:</b>	External Relations
<b>Salary:</b>	£10.85ph (18-20 yrs) £12.71ph (21yrs+) plus 12.07%ph holiday pay
<b>Job details:</b>	Flexible hours as required
<b>Responsible to:</b>	Head of Student Recruitment and members of the Recruitment and Outreach Team

## Main purpose

Student Ambassadors act as positive role models and help promote the University at both on-campus and off-campus events. You will help inspire potential students about the benefits of higher education and what it's like studying at the RAU, including those who might not naturally consider applying to university.

## Key Responsibilities

1. Represent the University at recruitment and outreach events on and off-campus, such as open days, offer holder days, careers events, summer school & large-scale recruitment fairs.
2. Support the set-up and delivery of events including preparing and dismantling exhibition areas, placing event signage out, collating bags and preparing rooms.
3. Act as a tour guide giving visitors an informative and positive overview of the University campus and providing accurate information about student life.
4. Assist and participate in the delivery of activities, group work and taster sessions at recruitment and outreach events.
5. Play a key part in ensuring that visitors have an enjoyable and rewarding experience when engaging with the University.
6. Support, contribute and feature in photo and video shoots for the University prospectus and other published print and digital marketing collateral.
7. Provide digital content and feature in videos for the University's various social media platforms including Instagram, Facebook, TikTok and YouTube.
8. Act as case studies to be used in both print and digital formats.

9. Actively participate as a member of the Student Ambassador team, supporting other colleagues and staff members.
10. Promote a positive image of the University at all times.
11. Provide excellent customer service at events and use your knowledge and expertise of the University to assist visitors.

## General Responsibilities

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

## University Values

As a University we have chosen five values to underpin our learning community. These are the values which we will all work by and for which we want the RAU to be known. We are:

- Collaborative - we believe in the power of working together. We are stronger as a community of practice - inspiring each other, identifying shared goals, and providing reciprocal support leads to greater success.
- Open-Minded - we are receptive to new ideas and we value the diversity of experiences and skills. We are committed to listening to everyone across the RAU community.

- Resourceful - we adopt creative approaches to achieve our goals while setting higher standards, promoting professionalism and sustainability.
- Responsible - individually and collectively we take accountability for our actions working with integrity to achieve the highest ethical standards.
- Inclusive - we acknowledge the fundamental value and dignity of all individuals and are committed to maintaining an environment that seeks to eliminate all forms of discrimination and respects diverse traditions, heritages, and experiences.

## Person Specification

<b>Education and Training</b>	<b>Essential (E) or Desirable (D)</b>	<b>Measured by;</b> A – Application form B – Interview C - Presentation
Current RAU undergraduate or postgraduate student	E	A

<b>Knowledge, Skills &amp; Experience</b>	<b>Essential (E) or Desirable (D)</b>	<b>Measured by;</b> A – Application form B – Interview C - Presentation
Excellent verbal communication skills and the ability to engage with staff and visitors.	E	B/C
Evidence of a responsible attitude and the ability to show initiative.	E	B/C
Able to contribute and work effectively in a team or independently.	E	B/C
Ability to motivate and communicate well with young people and adults.	E	B/C
A positive attitude to university life.	E	A/B/C
Experience following instructions.	D	A/B/C
Experience in a customer-facing role.	D	A/B/C
Experience of working as part of a team in either a paid or voluntary capacity.	D	A/B/C
An understanding of the UK education system.	D	A/B/C
Knowledge of RAU courses.	D	A/B/C

<b>Other requirements</b>	<b>Essential (E) or Desirable (D)</b>	<b>Measured by;</b> A – Application form B – Interview C - Presentation
Must have proof of right to work in the UK	E	A
Be available to attend mandatory training session(s)	E	A/B

# Application Procedure

- If you are interested in applying for this role, please email [outreach@rau.ac.uk](mailto:outreach@rau.ac.uk) for the application form and send completed application and equal opportunities forms to [outreach@rau.ac.uk](mailto:outreach@rau.ac.uk).
- **Applications close:** Tuesday 27 October 2026
- **Interviews:** Wednesday 04 and Friday 06 November 2026
- **Training date:** Monday 09 November 2026, 5pm-8pm, in person on campus

**The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are under-represented within the RAU at this level**