

**Community Ambassador Job Information (via ArtsTemps)**

**Department**

Student Communications and Engagement, Communications Department

**Section**

Post-Grad Community

**Location**

Flexible and college dependent, occasional work opportunities at external venues across Greater London and online.

**Grade / hourly rate**

Arts Temps Grade Task Rate 2 (£16.74 per hour, inclusive of holiday pay)

**Hours per term**

Ad Hoc when needed (flexible)

Note: Candidates are not applying for a specific role, but will instead be added to a pool of candidates and contacted ad hoc throughout the year for specific support.

**Reports to**

Head of Student Communications and Engagement

Student Communications and Engagement Manager

We are committed to having a diverse and inclusive workforce and always welcomes all applications, particularly those from LGBTQ+ and BAME communities.

**Context**

Established in 2013, [Post-Grad Community](https://www.arts.ac.uk/study-at-ual/postgraduate-study/postgraduate-community) is an inclusive platform for UAL postgraduate students to share work, find opportunities and connect with other creatives within the University and beyond.

UAL is home to more than 6,000 postgraduate students working across the fields of art, design, screen, communication, fashion, media and performance. Together, we create and facilitate valuable support systems, social environments, and platforms for interdisciplinary exchange that is open to all postgraduates. In doing so, Post-Grad Community nurtures an informed, connected, and confident network of creatives.

**Main purpose of the job**

Post-Grad Community is a student focussed, and student led platform for all current UAL postgraduates and alumni. Therefore, Community Ambassadors play a key role in helping to provide peer to peer engagement activities and connections. Providing student content – written, recorded etc and assisting with the delivery of online and in-person activity that builds and connects student communities from across UAL.

The role commands current students to use their organisational, creative, and collaborative skills sets. Providing an opportunity for them to complement their own creative journey, professional development and networks.

**Duties and responsibilities**

* Report on student activity from across UAL, including written text or photo essays.
* May be assigned to contribute to with audio-visual content such as podcasts, video, vox pop videos/ social media reels and short films
* Support social media takeovers to cover student activity, such as student exhibitions.
* Helping to host online events that is inclusive of UAL’s low residency students
* Develop new and existing channels of student feedback within Post-Grad Community and Student Communications and Engagement's internal student campaign activity to emphasise student voice ta UAL.
* Attend and help to deliver peer to peer events such as the Post-Grad Connects series, Welcome events, Community Table events etc where Ambassadors can have an opportunity to share skills through facilitated workshops or feedback gathering with students from different study levels.
* Build effective relationships with other Community Ambassadors, stakeholders, students, and staff who are pivotal to supporting community building activity and helping to provide a sense of belonging for students at UAL.
* Contribute to focus groups to shape strategic direction of student communication and engagement at UAL.
* Speak on panels and Q&As on Discovery Webinars about your application and student experience and being a Community Ambassador for the UAL Student Marketing, Recruitment and Admissions department
* Be part of the Unibuddy platform where prospective students can reach out to ask you questions about your course and experience at UAL, equating to approximately 30 minutes a week (contracted separately).

**General**

* To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
* To undertake health and safety duties and responsibilities appropriate to the role.
* To work in accordance with the University’s Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
* To personally contribute towards reducing the university’s impact on the environment and to support actions associated with [University of the Arts London’s Climate Action Plan](https://www.arts.ac.uk/about-ual/climate-action-plan).

**Person specification**

All criteria listed is **desirable** unless marked as essential. We are interested in hearing from students of all professional backgrounds and experiences, so please take the below criteria as guidance, rather than a necessity. However, please make sure you provide evidence to demonstrate clearly if you meet these criteria, or any other skills and expertise that you will bring to the team.

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| **Essential criteria** | * Current UAL postgraduate student (MA, MRes, or PhD * Registered with Arts Temps (see below) * Motivated and willing to take initiative |
| **Relevant experience** | * Experience working with students * Experience in event facilitation, both in person and online * Experience in producing creative content – photography, video, audio etc. |
| **Communication** | * Communicates effectively orally and in writing adapting message for a diverse audience in an inclusive and accessible way. * Able to effectively adapt communications to different platforms and softwares such as Instagram, TikTok, Microsoft Teams and Zoom. * Confident talking to students and stakeholders in different settings. |
| **Planning and managing resources** | * Able to work as part of a team and independently to manage time, workloads, and deadlines |
| **Teamwork** | * Works collaboratively in a team, and across or with different Community Ambassadors and stakeholders * Builds and maintains positive working relations with students and staff |
| **Professional and creative practice** | * Contributes to advancing professional and creative practice in own area of interest |

**Registration with ArtsTemps**

To be a Post-Grad Community Ambassador, you must be signed up with Arts Temps. Please be aware, that if you do not have a National Insurance number, Arts Temps can provide a temporary number until you receive your permanent one.

In order to complete registration with [ArtsTemps](https://www.arts.ac.uk/students/student-careers/artstemps-temp-at-ual), you’ll need ALL the following documents/information:

UK Students

* Original Passport, National Identity Card or UK Birth Certificate (please bring 1 of these)
* Proof of National Insurance number (NI card OR payslip OR P60 OR HMRC/DWP letter)
* UK Bank Details
* UAL student card OR graduation certificate (neither if external)
* Proof of address

Students with a VISA or International Students

* Original Passport (must be in date)
* Visa or BRP Card (if applicable)
* Tier 4 visa holders only – must have your current terms dates for this academic year
* Proof of National Insurance number (NI card OR payslip OR P60 OR HMRC/DWP letter)
* UK Bank Details
* UAL student card OR graduation certificate
* Proof of address