

Ambassador Job Information (via ArtsTemps)

Department

UAL Libraries and Student Services

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 (£15.93 per hour, inclusive of holiday pay)

Hours per term

20 (flexible)

Reports to

Post-Grad Community and Events Manager

Post-Grad Community and Events Coordinator

Post-Grad Community Liaison Coordinator

Context

Post-Grad 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, Post-Grad Ambassadors take a lead role in designing, producing, and delivering online and in-person activity that builds and connects communities from across UAL.

The role commands current students to use their organisational, creative, and collaborative skills sets, however we ensure Ambassadors have the freedom to shape the role to complement their own creative background and professional development.

Post-Grad Community is committed to having a diverse and inclusive workforce and always welcomes all applications, particularly those from LGBTQ+ and BAME communities.

Duties and responsibilities

- Design and deliver events, either within UAL or with external creative partners, such as exhibition visits, panels talks, and interdisciplinary creative sessions.
- Report on postgraduate activity from across UAL, including written text or photo essays via [Post-Grad Stories](#)
- Contribute to [Post-Grad Conversations](#) with audio-visual content such as podcasts and short films
- Support social media takeovers to cover postgraduate activity, such as student exhibitions.
- Host innovative online events that is inclusive of UAL's low residency students
- Develop new and existing channels of student feedback within Post-Grad Community activity to streamline postgraduate voice
- Build effective relationships with Post-Grad Ambassadors, students, staff, and external partners who are pivotal to supporting community building activity
- Create videos for TikTok audiences and Reels for Instagram to promote postgrad experiences at UAL an the programme of Post-Grad Community
- Promote activity and events through social media and other communication channels
- Contribute to focus groups to shape strategic direction of Post-Grad Community
- Speak on panels and Q&As on Discovery Webinars about your application and student experience and being a Post-Grad Ambassador for the UAL Student Marketing, Recruitment and Admissions
- Be part of the Unibuddy platform where prospective postgraduate students can reach out to ask you questions about your course and experience at UAL, equating to approximately 30 minutes a week.

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](#).

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.

Essential criteria	<ul style="list-style-type: none">- Current UAL postgraduate student (MA, MRes, or PhD)- Registered with Arts Temps (see below)- Motivated and willing to take initiative
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Relevant experience	<ul style="list-style-type: none"> - Experience working with students - Experience in event creation and delivery, both in person and online - Experience in producing creative content – photography, video, audio etc.
Communication	<ul style="list-style-type: none"> - 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.
Planning and managing resources	<ul style="list-style-type: none"> - Able to work as part of a team and independently to manage time, workloads, and deadlines -
Teamwork	<ul style="list-style-type: none"> - Works collaboratively in a team, and across or with different Ambassadors and professional groups - Builds and maintains positive working relations with students and staff
Professional and creative practice	<ul style="list-style-type: none"> - 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](#), 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