



THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■

## Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

**Job title:** Widening Participation - Student Ambassador

**Department/Division:** Widening Participation Team – Academic Registrar’s Division (ARD)  
**Accountable to:** Widening Participation Officer

### Widening Participation

LSE is the world’s leading social sciences institution, established for the betterment of society. The School is committed to widening access to and participation in higher education and ‘developing LSE for everyone’ is a key objective of the new LSE 2030 strategy.

The Widening Participation team, based in the Academic Registrar’s Division, leads our efforts to widen access to LSE for UK Undergraduate students from under-represented groups and supports the attainment and progression to HE for hundreds of young people each year. The team, comprising 13 staff, leads on the delivery of key elements of the School’s outreach and widening access strategy, as set out in our Access and Participation Plan.

### The Student Ambassador Programme

The Widening Participation Student Ambassador Scheme is an opportunity for undergraduate students to gain experience working with children and young people in an educational setting. Student Ambassadors play a supporting role across the majority of LSE Widening Participation activities and Student Marketing and Recruitment activities. With training and ongoing guidance, Student Ambassadors engage with and facilitate small groups of young people (10-18 year olds), parents and teachers through a number of opportunities including campus tours, Higher Education fairs, on campus WP events and LSE open days.

Key to the work as an ambassador is the ability to act as a role model, providing guidance, motivation and encouragement to the students we work with. Through our events and activities, student ambassadors will help school students gain a better understanding of the opportunities available to them, gain confidence in their own abilities to succeed in education, and gain a better insight into Higher Education and life as a University student.

## Duties/Responsibilities

### Requirements and Expectations:

- Attend paid Student Ambassador Training and NSPCC online training before commencing work as a Student Ambassador.
- Be a friendly, engaging and positive representative for the LSE, your course and your department.
- Work closely and professionally with the WP team and other Student Ambassadors.
- Be presentable
- Act as a role model to students on WP programmes
- Flag any issues – in particular, safeguarding issues to the Widening Participation Team.
- Support the WP Team at events with safeguarding and monitoring student behaviour.

### Examples of work you may be offered:

- Student Ambassador Q&A for prospective students in person or virtually
- Widening Participation conferences (the Black Achievement Conference, Pathways Conference)
- Event preparation

**As a Student Ambassador you will also be offered work with the Student Recruitment Team.**

### Examples of opportunities include:

- Campus Tour delivery
- Student Shadowing
- Taster courses
- Open day stewards
- Offer Holder day event assistance

## 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.

This will be completed and paid for by the LSE Widening Participation Team.

LSE undertakes to discuss any matter revealed on a DBS certificate 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>

## Flexibility

To deliver services effectively, a degree of flexibility is needed, and you will also be expected to carry out any additional tasks as directed by the WP Team.

## Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

## Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The [Ethics Code](#) clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in

accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate.

**Environmental Sustainability**

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.