



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:** Student Ambassador

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

### Student Marketing, Recruitment and Study Abroad

Student Marketing, Recruitment and Study Abroad (SMRSA) informs the development of LSE’s academic offering, markets the School globally to students of all backgrounds, delivers a world-class study abroad programme and provides LSE students with high quality mobility experiences.

### The Student Ambassador Programme

Student Ambassadors play a key supporting role across the majority of LSE Widening Participation and Student Marketing, Recruitment and Study Abroad activities.

As a Student Ambassador, you will have the opportunity to promote LSE and higher education opportunities to prospective students, parents/carers and teachers and assist with the coordination and delivery of short- and long-term programmes, including the facilitation of several in person and online events for perspective students, in activities such as:

- Acting as panel member in online or in person Q&As

- Supporting in the delivery of Widening Participation events including supervising and leading groups of school students and supporting their engagement in workshops, presentations, discussions, and project work both on and off campus.
- Leading campus tours
- Participating in our Student Shadowing Scheme
- Contributing to subject specific sessions and workshops
- Supporting the delivery of LSE Open and Offer Holder Days
- Representing LSE at Higher Education Fairs and Conferences

Key to the work as a Student Ambassador is the ability to act as a role model, providing guidance, motivation, and encouragement to the pre-entry 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, as well as gain a better insight into Higher Education and life as a university student.

## Duties/Responsibilities

### Main Duties:

- Attend paid Student Ambassador Training and online NSPCC safeguarding training before commencing work as a Student Ambassador, as well event/ programme specific training as necessary.
- Undertake all work in line with LSE policies, procedures and regulations, including the relevant Staff Code of Conduct, Activity Guidance and Safeguarding Reporting Procedure.
- Act as a role model to students at all times and be a positive representative for your course, department, the LSE and Higher Education more broadly.
- Demonstrate excellent attendance, punctuality, and commitment to the role, as well as behaving in a professional manner at all times including, but not limited to, being friendly, engaging and presentable.
- Work closely and professionally with the Widening Participation and Student, Marketing, Recruitment and Study Abroad teams, as well as other Student Ambassadors and student staff.
- Support with the delivery of Widening Participation and Student Marketing and Recruitment activities both in person and online- examples include supervising students and supporting their engagement in workshops, presentations, discussions and project work, participating in student Q&A panels, leading campus tours, providing assistance at Open and Offer Holder days and providing administrative support to online events.
- Ensure that all young people are safe at all times by supporting the implementation of safeguarding processes and addressing minor behavioural issues where appropriate, referring more serious issues to a member of LSE staff quickly and responsibly in line with training.
- Any other duties commensurate with the grade and purpose of the post.

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

All applicants should be aware that this position will be subject to an enhanced Disclosure and Barring Service (DBS) check with childrens' barred list. This will be completed and paid for by the LSE Widening Participation Team and any offer of employment made is conditional on receipt of a satisfactory DBS check.

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 a 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](#).

### **Flexibility**

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

### **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, these can be found on the following link: [click here](#)

### **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.