



LSE is committed to building a diverse, equitable and truly inclusive university

Widening Participation – Academic Registrar’s Division

Student Ambassador

Student Ambassadors are placed on the first step of the LSE hourly-paid salary scales. This is currently set at £14.29 an hour which includes holiday pay. This is inclusive of London allowance.

This is a fixed term appointment from November – August 2023, with an opportunity to extend your contract for subsequent academic years.

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 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. Candidates should be in Year 1 or 2 of Undergraduate study at LSE.

Candidates should have:

- A Good general knowledge of UK education and widening participation issues
- Previous experience working with children and/or young people.
- A good understanding of potential barriers faced by young people with regards to access to Higher Education

This position will be subject to an enhanced Disclosure and Barring Service (DBS) check. Any offer of employment made is conditional on receipt of a satisfactory DBS check.

For further information about the post, please see the [job description](#) and the [person specification](#).

To apply for this post, please go to lseportal.force.com/participate you have any technical queries with applying on the online system, please use contact widening.participation@lse.ac.uk. Should you have any queries about the role, please email ard.ambassadors@lse.ac.uk.

The closing date for receipt of applications is Tuesday 27th September 2022 (23.59 UK time). Regrettably, we are unable to accept any late applications.



Contractual Commitments

Upon successful application and completed training, all Student Ambassadors will be placed on a temporary hourly-paid staff contract for one academic year. Student Ambassadors will be given the opportunity to renew their contract for another year if they wish to continue working.

The position of Student Ambassador is flexible around your academic studies. Events take place frequently and ad-hoc opportunities come up throughout the academic year including during the summer break. Work is advertised as and when it is available allowing sign up for the work when desired.

Student Ambassadors are responsible for managing their schedules and committing to the work they sign up to once booked.

International Students on a Tier 4 study visa should ensure that they are not working more than the maximum number of hours as detailed on their visa during term time.

Application and Recruitment Process

Applications are made online via our [participate portal here](#). They will open on Monday 19 September 2022 and close on Tuesday 27 September 2022 at 23:59.

Interviews will take place on Thursday 6, Friday 7 and Monday 10 October 2022.

If you are successful following the interview, you will be required to complete a compulsory NSPCC training module and attend a compulsory paid 3-hour Student Ambassador training session on either of the following dates and times:

Wednesday 26 October 2022 12-4pm

Friday 28 October 2022 11-3pm

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, including a check as to whether the applicant is barred from working with children.

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>



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

**Salary**

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