

School of Science Student Helpers

October 2018

JOB DESCRIPTION

Job Grade: Grade 1 **Salary:** £9.23 per hour

Job Purpose

To represent the Departments within the School of Science at Loughborough University to a range of external stakeholders by assisting with events and participating in initiatives delivered by the School's Events, Marketing & Communications Team. This is predominantly Chemistry, Computer Science, Mathematics, Natural Sciences, Physics and Foundation Studies.

These events and initiatives contribute to the University's student recruitment strategy.

What is the School of Science Student Helper Scheme?

Loughborough University provides current Loughborough students (both undergraduate and postgraduate) with a number of opportunities to undertake paid work and develop employability skills while getting involved in the University's outreach and recruitment.

School of Science Student Helpers represent Loughborough University by:

- Acting as Subject Ambassadors for the School of Science
- Providing positive role models to those thinking of studying at University
- Supporting the smooth running of University events

The opportunities available include working with prospective students both on campus and in schools and colleges at events such as applicant visit days, University open days and campus visits. There may also be opportunities to get involved with the School's marketing activities through specific telephone and online campaigns (web chats, testimonials etc) throughout the year.

This is a great scheme for you, if you:

- Feel positive about Higher Education and want to raise others' awareness.
- Are proud of your 'Loughborough Experience' and want to share your enthusiasm with prospective applicants.
- Recognise that people need help and guidance in making important decisions and want to give them the benefit of your experience.
- Require flexible working hours to fit in with your studies.
- Want to develop your communication and interpersonal skills, enhancing your CV and increasing your employability.
- Want to work towards the Loughborough Employability Award.
- Want to get paid while you meet new people and make friends.

Note:

Successful applicants are required to attend post-selection compulsory training in order to become a School of Science Student Helper.

Developing Skills and Competencies

One of the aims of the Student Helper scheme is to develop students' employability skills, helping them to become 'job-ready'.

Experienced Student Helpers are likely to develop many of the Loughborough Graduate Attributes (See Careers Network webpage) and may be able to evidence the following skills and competencies:

People Skills	General Employment skills	Self-reliance / Positive attitude
Interpersonal skills	Time management	Professional attitude
Verbal communication	Adaptability / flexibility	Commitment / reliability
Team work	Presentation skills	Resilience / tenacity
Motivational / inspirational	Customer awareness / service	Self-motivation
Leadership skills (delegation, decision-making, negotiation)	Problem-solving / creativity	Reflective and articulate
Engaging young people	Organisation and planning	Innovative and Enterprising
		Caring, ethical and with integrity

Job Duties

The School of Science Student Helper role is varied and offers the opportunity to enhance your personal development and gain a range of skills.

Main activities and duties

As a School of Science Student Helper you will represent, promote and enhance the reputation of your Departments within the School of Science at Loughborough University to prospective students and their influencers through a range of initiatives and events both on and off campus.

The principal duties and responsibilities are as follows:

1. Represent the School of Science at Loughborough University in a professional manner in all dealings with beneficiaries and customers.
2. Maintain a welcoming and inclusive atmosphere for all visitors, actively engaging with them during School events.
3. Proactively provide practical support to School staff running events. This may include Applicant visit days, University open days and similar large scale events e.g. helping set-up, welcoming visitors, facilitating campus tours, supervising interactive activities, answering questions and assisting with registration.
4. Discuss and share experience of own education, past and present, thus acting as a positive and enthusiastic role model for Higher Education in Science and student life at Loughborough. This may include giving presentations to groups of students / parents / teachers about aspects of university student life, as directed.
5. Participate actively in all sessions and activities, as directed by the Event / Project Lead. Assist with and contribute to discussions with groups of students / parents / teachers. This is usually face to face, but in specific circumstances may be delivered over the telephone or online.
6. Be aware of University policies and procedures including Safeguarding Children, Data Protection, Consumer Rights and Manual Handling (training will be provided)
7. School of Science Student Helpers will be required, from time to time, to fulfil other duties as appropriate to their skills. In some circumstances, this work will be for other departments in the University.

Special Conditions

School of Science Student Helpers are required to sign a Code of Conduct which covers issues relating to reliability, working with and safeguarding young people, professional standards, and consumer rights.

You will report to the Event Lead for each event and take your briefing and instruction from them.

If they wish to do so, Student Helpers can also be a part of the University's Student Ambassador Scheme. There may be occasions where Student Helpers and Ambassadors are required for the same event, for example a University Open Day. It is expected that if a Student Helper books to support the School of Science first, that they do not reject this to work as a University Ambassador if asked to do so.

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Please note: You will be required to show your original passport before starting any work as a student helper.

Payment

Student Helpers are casual workers, paid £9.24 per hour of work and are paid for your work through the University's Finance Office. Payment is made once a month, if forms are submitted on time (before 5th of each month). Please note that the availability of work will vary week to week, and is not guaranteed, but Student Helpers usually value the flexibility this offers. Students are discouraged from working more than 16 hours per week, during term time. Students studying on a Tier 4 Visa are limited by conditions of their Visa.

Details of how to claim payment and any travel expenses (external to the University) will be given to you during your training.

PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.

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	Essential	Desirable	Assessment Stage
Experience	Experience of working in a customer facing role	Experience of working with young people	1, 3
		Experience of speaking or giving presentations to groups of people, large and small.	1, 3
Skills and abilities	An excellent communicator with the ability to influence others and tailor information to suit the relevant target audience.		1, 3
	Good English language skills.		1, 3
	Able to relate to and empathise with people from a wide range of backgrounds and age groups.		1, 3
	Enthusiastic about Higher Education and the student experience. Pride in studying at Loughborough.		1, 3
	A team player who can take instruction and work with others to achieve a common goal.		1, 3
	Able to take the initiative and problem solve independently.		1, 3
	Impeccable time management: reliable and punctual.		1, 3
Training	Commitment to attend the compulsory training courses (approx. 4 hours duration) before applying to work on an event.		
	<i>It should be noted that participation in the initial training is considered part of the selection process.</i>		
	A willingness to undertake further training, as required.		3

Education and Qualifications	Currently studying at Loughborough University.		1
Equality and Diversity	Evidence of a good working knowledge of equal opportunities and understanding of diversity in the workplace		1, 3
Other	Must have no spent or current convictions relating to children and be willing to undergo Disclosure and Barring Scheme (DBS) application with satisfactory results.		1, 3

Stages in assessment

1. application form at short listing
2. selection test – i.e. presentation, in-tray exercise, data analysis
3. interview

Informal Enquiries

Informal enquiries should be made to Claire Lowe/Manisha Mistry, Events and Marketing Team for the School of Science by email: SCI-Events@lboro.ac.uk

Application

The closing date for receipt of applications is **12 noon Friday 27 October 2017**.

Interviews will be held week commencing **13 November and 20 November 2017**.