

Student Ambassador Job Description and Person Specification

Job Title	Student Ambassador
Department:	Careers and Employability
Hours:	Varied/Ad-hoc
Days:	Varied/Ad-hoc
Hourly Rate:	£16.82
Application Deadline:	1 st March 2026, 23:55
Interviews:	Week beginning 9 th March 2026
Reports to:	Student Ambassador Scheme Coordinator

Summary of the role

The Student Ambassador Scheme sits within the Goldsmiths Careers Service. As a Student Ambassador, you have the opportunity to develop key employability skills, enhance your CV, engage with a variety of university departments, staff and external stakeholders such as schools and colleges and earn money whilst you study. Working as a Student Ambassador can also be added to your [The Higher Education Achievement Report \(HEAR\)](#) and [counts towards the Gold Award](#).

In addition to the Student Ambassador role, you will also be given the opportunity to work as an OffCampus ambassador, supporting with UK Student Recruitment events. You will also be offered the opportunity to work as an outreach ambassador, facilitating on-campus events to support young people/students from underrepresented backgrounds who may face barriers to accessing higher education.

The types of roles you could be offered include:

Sharing your experiences of student life and your course with new and prospective students in a variety of ways e.g. at Goldsmiths Open Days, leading campus tours, online Q&As etc.

- Representing Goldsmiths at external events such as higher education fairs and school visits.
- Representing your academic department at departmental led events.
- Supporting Widening participation and Outreach initiatives with schools and colleges
- Supporting Goldsmiths events, such as Open Days and Graduation ceremonies.
- Call handling for Clearing.
- Marketing Content Creation
- Administrative support for a department or project.

The Student Ambassador Scheme is looking specifically for students who are:

- Enthusiastic about study, higher education, and Goldsmiths University
- Responsible, reliable, and punctual
- Comfortable communicating with a wide range of people
- Positive, friendly, respectful and inclusive of others
- Able to work independently as well as collaboratively within a team
- Keen to contribute to events, outreach work, and wider campus activities
- Empathetic to the challenges faced by students who are underrepresented in higher education
- Committed to their own personal and professional development

To reflect our diverse community, we welcome applications from students from across all academic disciplines, first and second year undergraduates, postgraduates and students from underrepresented backgrounds.

Person Specification

Detailed below are the essential criteria: qualifications, knowledge, experience, skills and personal attributes which are required of the post holder. You must demonstrate in your application form that you meet all the essential criteria listed.

The Category column indicates the method of assessment:

- A= Application form/Supporting Statement
- B= Interview
- C= Group Assessment

Criteria	Category
Essential Criteria 1 - Qualifications	
A current 1 st or 2 nd year Undergraduate or Postgraduate student at Goldsmith's University, enrolled until at least January 2027.	A/B
Essential Criteria 2 – Knowledge	
Good Understanding of the Student Ambassador Scheme at Goldsmiths and the Student Ambassador role	A/B
Good understanding of Higher Education and the importance of Higher Education for prospective students	A/B/C
Understanding and empathy of the challenges that students, who are underrepresented in HE, may face in accessing University.	A/B/C
Essential Criteria 3 - Experience	
Demonstrable experience of working as part of a team in voluntary work, paid employment or on a group project to achieve an agreed outcome or goal.	A/B
Demonstrable experience of using initiative to provide practical and relevant support or guidance to a young person/ friend/ family member/peer/ work colleague or customer.	A/B
Essential Criteria 4 - Skills	
Good Communication and Interpersonal Skills.	A/B/C
Ability to work effectively as part of a team, with a collaborative approach and clear communication.	A/C

Good Organisation and Time management skills.	A
Essential Criteria 5 – Personal Attributes	
Enthusiasm for your subject, Higher Education, and representing Goldsmiths University.	A/B/C
A friendly, positive, reliable, helpful and approachable manner	A/B/C
Ability to work inclusively and respectfully with people from diverse backgrounds	A/B/C
Committed to developing Employability skills, Personal and Professional development	A/B

How to Apply

Please apply using the link on the [Student Ambassador Webpage](#).

*You must have the Right to Work in the UK

*Goldsmiths is an accredited Disability Confident Employer. You can find out more information here.

Interview

If your application is successful, you will be invited for an interview and group assessment during week commencing 9th March 2026.

Please note we receive a large number of applications for a limited number of places and therefore cannot guarantee that we will be in a position to respond to all applicants.

Training

If successful at the interview and group assessment stage, you must be available to attend the mandatory student ambassador training day. The provisional date is Saturday 21st March 2026 (tbc).

Thank you for your interest in applying to become a Student Ambassador. We wish you all the best with your application.