|  |  |
| --- | --- |
| **POST** | Faculty Ambassador |
| **SALARY** | £14.58 per hour |
| **HOURS OF DUTY** | Term time only – Average of 2 hours a week during busy representative periods |
| **LOCATION** | City & Riverside Campuses |
| **REPORTING TO** | Students’ Association Co-ordinator |
| **RESPONSIBLE FOR** | No line management responsibility |

**KEY RESPONSIBILITIES**

1. To represent students within an assigned faculty by feeding back on key issues that affect the student learning experience.
2. To prepare and deliver training to Class Representatives.
3. Attend and work in partnership with the Student Parliament on relevant campaigns and issues

**KEY ROLES**

1. Support the gathering of relevant student feedback from an assigned faculty to be fed into relevant spaces (as below).
2. Feedback to a range of spaces as a Faculty Representative, including but not limited to Class Rep Meetings, Student Parliament, Faculty Boards and relevant working groups.
3. Delivery of class rep training to groups of students within City of Glasgow College.
4. Carry out administrative duties related to training provision, for example ensuring attendance sheets are completed.

**GENERAL**

1. Implement and promote College policies, particularly those relating to safeguarding and equality & diversity in all aspects of College operations.
2. Implement Health and Safety and security measures in accordance with statutory and College requirements.
3. Be a role model and operate at all times supporting College values and corporate management.
4. Actively develop yourself through staff development and training activities and review own performance and the performance of those who are responsible to them.
5. Undertake any other duties consistent with the key responsibilities and duties of the post, as directed.
6. Develop effective working relationships internally and with external partners.

**Every Post Description will be subject to review;**

1. **Within six months of appointment**
2. **Thereafter, on an annual basis**
3. **As a result of agreed staff development / personal development needs**
4. **As a result of team / operational requirements or strategy changes.**

This job description sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **JOB TITLE** | **FACULTY/ SECTION** |
| Faculty Ambassador | Student Services |

| **FACTOR** | **ESSENTIAL** | **DESIRABLE** |
| --- | --- | --- |
| **Qualifications and Training** | Completion of an NC/NQ or SCQF Level 4 [equivalent qualification](https://scqf.org.uk/about-the-framework/interactive-framework/) |  |
| **Occupational Experience** | Enrolled as a City of Glasgow College student for academic year 25/26 | Experience of delivering training and/or group work |
| Experience of being a Class Representative |  |
| **Personal qualities and competencies** | Able to organise own work and meet deadlines | Be able to have supportive conversations with peers |
| Competent in use of Microsoft IT packages ( Outlook, Word, Teams) |  |
| Able to work as part of a team to achieve common goals |  |
| A desire to improve the student experience at City of Glasgow College |  |