



The Institute
of Contemporary
Music Performance

ICMP Student Ambassador Job Description 2023/24

Job Title: ICMP Student Ambassador

Hourly Rate: £11.95 (*London Living Wage Rate*)

Reports to: Various staff within the Marketing and Access and Participation teams

Context

ICMP delivers a range of events and activities to both enhance the current student experience and encourage applications from prospective students. Alongside this work we also deliver activities and projects to encourage applications from students from currently under-represented groups in higher education as part of Access and Participation work.

Main Purpose of Job

Student Ambassadors are current undergraduate and postgraduate students employed on a casual/temporary basis to represent ICMP. They support with open days, one-off events and both short- and long-term projects. They offer support, encouragement and advice to prospective students and their families and supporters. The role is varied and can involve supporting the running of events, delivering presentations, facilitating activities, and supporting and supervising young people.

Role Duties

The specific duties will vary dependent on the shift you are working, it may include, but is not limited to, the following:

- Visiting schools and colleges to represent ICMP and deliver presentations about ICMP, student life and subject tasters or workshops.
- Representing ICMP at Higher Education fairs.
- Supporting with the delivery and running of ICMP Student Events and Activities.
- Support, deliver and lead groups of students from Years 7-13 taking part in access and participation visits or programmes.
- Ensuring all young people and visitors are always safe and referring issues to the Event Lead quickly and responsibly.
- Mentoring and supporting students for specific mentoring programmes.
- Administrative support for Access and Participation work, including data entry.
- Act as a positive role model for ICMP and Higher Education.
- To undertake all work in line with ICMP's Safeguarding policy, Data Protection Policy and Health and Safety Regulations.

Who are we looking for?

Student ambassadors should be passionate, reliable, organised, and enthusiastic in representing ICMP at a range of events. In addition, you may have:

- Good knowledge of ICMP and facilities and support services available.
- Awareness of access and participation and its importance.
- Awareness of the current Higher Education process including applying and student finance.
- The ability to work well individually and as part of a team.

- The ability to take initiative and generate ideas.
- Good oral and written communication.
- The ability to engage and work with young people, parents, carers and supporters and teachers.

We encourage and welcome applications from students of under-represented groups such as students from the global majority, students from traveller communities, disabled students, mature learners, students who are care experienced or estranged from their family, students from a low socio-economic background and students who are parents or carers.

Further Information or Questions

If you have further questions about being a Student Ambassador, then please contact studentambassadors@icmp.ac.uk.