



**Saïd Business School**  
**University of Oxford**  
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Job Description

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SAID BUSINESS SCHOOL

<b>Job title</b>	<b>Student Ambassadors and Lead Ambassadors</b>
<b>Division</b>	Social Sciences - Youth Summer Programmes
<b>Department</b>	Saïd Business School
<b>Location</b>	Oxford (Principally Park End Street with travel across the city)
<b>Salary</b>	£13.35 per hour for normal ambassadors, £14.99 per hour for lead ambassadors.
<b>Hours</b>	Varied 8 Hour Shifts
<b>Reporting to</b>	Programme Director

The role

We are looking for enthusiastic Student Ambassadors and Lead Ambassadors to help deliver this exciting suite of summer schools in Oxford, hosted by Saïd Business School.

In this role, you will play a vital part in ensuring that our summer schools are a success. You will provide logistical, organisational, academic and extra-curricular support to our students, providing them with an enriching, stimulating and enjoyable experience in Oxford. We hope that you will enjoy working with inspiring young people from around the world, developing your leadership and team-working skills in the process.

Lead Ambassadors will be responsible for the management of a small team of Student Ambassadors, and will be the first point of escalation for day-to-day issues on the programme. Please indicate in your application if you wish to be considered for this additional responsibility.



All ambassadors will be required to be resident in Oxford for the duration of your role. College accommodation and meals whilst on shift are provided free of charge.

Student Ambassadors will usually be required to work one 8-hour shift per day, either morning to afternoon or afternoon to evening.

For this role, you will be required to obtain a DBS check, which Saïd Business School will organise.

## Key Responsibilities

- Be an enthusiastic and professional role model to attendees on the summer school.
- Act as a representative of the University and Saïd Business School, showing professionalism at all times.
- Be an effective member of a wider Student Ambassador team, by:
  - Communicating effectively with Lead Ambassadors, other Ambassadors, participants and College/Saïd Business School staff members
  - Being punctual and reliable, including turning up to shifts on time and being contactable when on shift
  - Following the relevant Safeguarding, Health and Safety and Compliance Policies (for which training will be given)
- Support participants to find their way to their timetabled academic and extra-curricular sessions and providing support in these sessions as required.
- Prepare and deliver academic and/or extra-curricular sessions for participants, agreed by Saïd Business School staff in advance (support will be provided where required to create these sessions).
- Any other duties as required by the Programme Director.

## Selection criteria

### Essential selection criteria

- Be a current undergraduate student or postgraduate student at the University of Oxford, or have graduated from the University of Oxford within the past two years.
- Be interested in working with young people.
- Able to demonstrate effective communication and team-working skills.
- Excellent organisation skills, punctuality and a pro-active attitude.
- Have a willingness to lead academic and/or extra-curricular activities for participants.
- Have a willingness to work shift hours, which may start as early as 08:00, or finish as late as 23:00 but will not normally exceed 8 hours within a day.
- Be able to attend compulsory training sessions prior to the summer school.
- Have a clean DBS check (Saïd Business School will undertake DBS checks)

## Desirable selection criteria

- Experience working with young people aged 15-18.
- Experience working on a university summer school.
- Experience preparing & delivering academic and/or extra-curricular sessions for young people.
- Experience of managing a team of people in a professional or voluntary setting (Lead Ambassador).

## Training

- Successful applicants will be required to attend full health and safety and safeguarding training.

Please complete [this online application form](#) and send your CV to [climatesummerschool@sbs.ox.ac.uk](mailto:climatesummerschool@sbs.ox.ac.uk) before 1pm on Wednesday 30 April 2025. Interviews will take place via Teams in early May.