

UEA Award Champions Scheme

Careers Service

The UEA Award is an exciting new initiative which began in the academic year 2015-16, and aims to equip students for graduate employment and life after UEA. The Award gives students recognition from the University for academic and extra-curricular activities, as well as providing opportunities to engage with employers, improve their CV and be involved in a wide range of experiences.

The UEA Award had 700 registered students in the academic year 2015-16 from all Schools and year groups, and the University's ambition is to grow the Award year on year. It currently has close to 900 students.

The UEA Award Team is looking to recruit UEA Award Champions in every academic School and also to represent types of students such as postgraduate taught and postgraduate research students. Activities of Award Champions include promoting to and supporting peers, helping with events and drop in sessions, and building the UEA Award community. You will be part of an enthusiastic team strongly committed to student development. Award Champions will be supported and mentored by UEA Award Ambassadors, who are also fellow students, and managed by the UEA Award Team.

We welcome applications from current UEA Students who can demonstrate the strong team working and communication skills we need. You will be required to commit to regular volunteering, adding up to a minimum of two days per month. To be eligible you need to be registered on the UEA Award.

In terms of the benefits of volunteering for the post, this is an excellent opportunity to develop a wide range of skills and attributes. In particular, our Award Champions will use a variety of team working skills in working with UEA Award Ambassadors and the UEA Award Team. Champions will also develop communications skills including public speaking and using social media to promote the Award. Additionally, they will gain a sense of commercial awareness within the Higher Education (HE) sector and explore what makes for effective promotion and marketing. This is a developmental role, and gives students an insight into working closely within a busy team in HE professional services. Previous UEA Award team members have gone on to secure graduate level positions in the HE sector and teaching. In return for successfully completing the terms and conditions of the Scheme, Student UEA Award Champions will be entitled to obtain a reference from the UEA Careers Service. Training will be provided and students will be coached by the Award Team.

Please see below for a full job description and person specification.

Job Description

- Job title:** Student UEA Award Champion
- Department:** Careers Service
- Purpose:** To act as a UEA Award Champion for the UEA Award by supporting and assisting the UEA Award Team in any and all aspects of promoting and delivering the UEA Award, including supporting students and marketing. To support the wider activities of the UEA Award including its events.
- Hours of work:** Working hours will be on an *ad hoc* basis depending on the needs of the UEA Award Team at the time. You must be able to give a commitment to a minimum of two days per month, which will be spread over that time.
- Dates:** Work is available on an *ad hoc* basis across the academic year.

Main duties include:

- Undertaking UEA Award Champions training.
- Supporting the UEA Award Team in UEA Award outreach to academic Schools including cascading out communications.
- Maintaining regular contact with UEA Award Ambassadors and the UEA Award Team and be responsive to all correspondence.
- Supporting students within Schools who wish to sign up to the UEA Award, or who are already registered through the process of the Award.
- Passing on any queries to UEA Award Ambassadors and the UEA Award Team which they cannot answer.
- Undertaking UEA Award 'drop ins' within Schools, where students can ask questions about the Award in a supportive and non-judgemental environment.



- Acting as a representative and face of the UEA Award at a variety of promotional events including Award socials, the UEA Award ceremony, taster sessions, lecture drop-ins, training sessions (or any other promotional event) to a variety of audiences including employers, academics, other UEA staff and students.
- Contribute to providing content and/ or using social media to promote or give updates on the Award, or to promote activities which count within the UEA Award.
- Helping to distribute print media within Schools.
- Assisting on the day at events run by the UEA Award Team. Events include: careers fairs; school specific careers events; careers conferences; award ceremonies; employer panel events; workshops; competitions.
- Provide on the day event support which includes: helping with set-up and clear-down; meeting and greeting a variety of attendees (including students and employers); acting on own initiative to resolve any issues; remaining calm and professional when dealing with challenges; answering a broad range of questions from attendees, employers and students.
- Other duties appropriate to the post as required.

Person Specification

Post: Student UEA Award Champion



What we are looking for	
Education, experience and achievements	<ol style="list-style-type: none">1. A current undergraduate or postgraduate student studying at UEA.2. Experience and knowledge of the UEA Award.3. Experience of working collaboratively with others.4. Experience of facilitating training or learning.5. Knowledge and experience of marketing and promotion including the use of social media.6. Knowledge and experience of a range of activities which count within the UEA Award including, for example, student enterprise, organising events within UEA societies, and other UEA schemes such as PAL (Peer Assisted Learning).
Skills and knowledge	<ol style="list-style-type: none">1. Able to communicate effectively with students and academic staff.2. Ability to work as part of a team.3. Good organisational and time management skills.4. Competent IT skills (Word, Excel, e-mail and databases)5. Accuracy and attention to detail.6. Initiative and problem solving skills.7. Confidence in talking to a range of people including fellow students and academics.
Personal attributes	<ol style="list-style-type: none">1. An outgoing and friendly personality.2. Strong interpersonal skills.3. A keen interest in student development.4. Motivation and enthusiasm.5. Reliability.6. Flexibility and able to adapt to changing demands.7. Willing to develop skills and experience.
Special circumstances	<ol style="list-style-type: none">1. Able to check and respond to emails and other communications promptly and reliably.2. Able to make flexible arrangements to attend training and meetings on specified dates and give adequate notice if unable to attend.