

Student Ambassador – Job Description

Are you open to meeting new people from different backgrounds? Would you like to be a role model for higher education? Are you able to work as part of a team?

If so, we are now recruiting for our next cohort of Student Ambassadors to join the #TrinityLabanTeam!

What is a Student Ambassador?

Our ambassadors are the face of Trinity Laban who share their experiences of studying and student life at Trinity Laban. They work as part of our Student Recruitment team who look after ambassador recruitment, core training, rotas, shift allocation and day to day management.

The type of work ambassadors do is varied and there will be opportunities to work for other departments across Trinity Laban such as Development, Admissions, Student Services.

Work you might do on campus includes:

- Campus tours
- Open days /Offer Holder Days/Taster Days
- Auditions
- Scholarship events
- The Showcase
- Virtual Events

We want our ambassadors to be friendly, independent, confident and to be able to develop themselves throughout their time on the scheme. Student Ambassadors may also work off campus supporting with activities as role models in schools or representing the university at large events such as UCAS fairs.

How does the Student Ambassador Scheme work?

The best part about becoming a Student Ambassador is the flexibility you will have to work around your studies. Ambassadors are able to sign up to as many shifts as they'd like to work through a shift call out. Shifts are then allocated as fairly as possible between those who signed up. You can make your shifts fit around your studies and work as little or often as suits you. There will be key events throughout the year that we will encourage you to be able to work at.

How to become an ambassador:

- 1) Fill out this application form here by **Monday 29 September 2025**:

<https://app.onlinesurveys.jisc.ac.uk/s/tl/student-ambassador-application-2024-25-duplicate>

- 2) You will be contacted after the closing date with a result of your application. Shortlisted candidates will be invited and required to attend one of the in-person group interview sessions on **Tuesday 7 October** or **Wednesday 8 October**.
- 3) If successful, you will attend a compulsory training session with current ambassadors and the Student Recruitment team.
- 4) Have your right to work documents checked by a member of the team.
- 5) Become a student ambassador.

Who can become a Student Ambassador?

If you're a current Trinity Laban student, you can become an ambassador at any time during your course.

Please note: You must have the right to work in the UK and be a current student at the University.

Can international students apply?

Yes, we welcome applications from all our students. However, you need to check you have the right to work in the UK; and check and adhere to any work limitations which may be set out on any UK visa/right to work documents you have, e.g., the number of hours you are allowed to work.

If you are selected, we will check and make a copy of your original identification/documentation before your first day of work.

Everyone working in the UK needs a National Insurance (NI) number to be paid. If you are a UK citizen you will automatically have this, however if you are an international student you should apply for an NI number when you apply for this role, so there is no delay in your payments.

(Please note you cannot apply for a National Insurance Number until you are in the UK.)

How much will I be paid?

All ambassadors are paid £12.81 per hour. Salaries are paid on the last working day of each month direct into bank or building society accounts.

Does everyone who applies get to be on the scheme?

The number and subject areas of students we recruit for varies each year. We are looking to have a balance of ambassadors across all departments. Due to anticipated high demand, not all applicants may be selected this time round. However there will be other opportunities to apply throughout your time at Trinity Laban.

Can anyone apply?

As an equal opportunity employer, we positively encourage applications from all students regardless of sex, race, disability, age, sexual orientation, gender identity and expression, religion or belief, marital status, or pregnancy and maternity.

We want to recruit student ambassadors who reflect the diversity of our student body and would particularly encourage global majority students who may feel underrepresented at Trinity Laban.

Why should I become a student ambassador?

- Work is flexible around your studies
- Develop your communication, leadership and team working skills
- Gain valuable experience in a higher education setting
- Support Trinity Laban's recruitment and outreach activities

- Be a role model for higher education.

If you have any queries about the role, please contact the Student Recruitment team contact@trinitylaban.ac.uk.

Applications will close at 12pm on Monday 29 September.