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| **POST**  | Volunteer Ambassador (x1) |
| **SALARY** | £14.58 per hour (Grade 2) |
| **HOURS OF DUTY** | 14 Hours per week – Fixed Term until June 2026 |
| **LOCATION** | City & Riverside Campuses |
| **REPORTING TO** | Students’ Association Co-ordinator |
| **RESPONSIBLE FOR** | No line management responsibility |

**KEY RESPONSIBILITIES**

1. Raise awareness and promote benefits of volunteering opportunities to students through the promotion of the CitySA Volunteering Hub.
2. Assist and support students in making the most of their volunteer journey whilst at City.
3. Support a range of volunteering initiatives and events as part of the wider team.

**KEY ROLES/DUTIES**

1. Act as a point of contact for students and community partners during volunteer events and activities taking place through CitySA
2. Support the development of the Volunteer Hub digital platform by supporting students in how it is used and ensuring content is well maintained.
3. To actively engage and promote volunteering activities to students through a variety of methods including social media, events, community outreach etc.
4. Undertake meetings with the Students’ Association Co-ordinator and Student Engagement Lead to discuss practice and professional development.
5. To work in accordance with the Students’ Association operational and strategic plans.
6. To contribute to reports on Students’ Association activity.

**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**

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| **JOB TITLE** | **FACULTY/ SECTION** |
| Volunteer Ambassador | Student Services |

| **FACTOR** | **ESSENTIAL** | **DESIRABLE** |
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| **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** | Experience of being a Volunteer | Experience of being a Volunteer Lead |
| Excellent IT and administration Skills through use of MS Office | Experience of utilising online platforms (eg Social Media) |
| Enrolled as a City of Glasgow College student for academic year 25/26 | Experience of delivering training and/or group work |
| Experience of supporting events |  |
| **Personal qualities and competencies**  | Able to organise own work and meet deadlines |  |
| Able to work as part of a team to achieve common goals |  |
| A desire to improve the student experience at City of Glasgow College |  |