**Young Edge Hill Scholars Project – Student Guides Job Description**

**What is the Young Edge Hill Scholars (YES) Project?**

The Young Edge Hill Scholars Project forms part of the university’s Access and Participation Plan which looks to increase opportunities for those from underrepresented groups to access and succeed in higher education.

As part of the University’s commitment to raising the attainment and aspirations of pupils from local areas, we have set up a program to work with a select number of schools to support pupils and help them excel. One way of doing this will be by bringing those pupils onto campus to give them a taste of university and campus life. We are therefore looking to recruit a group of dedicated student guides who can support with these campus visits and provide our visitors with the best experience possible.

**Criteria**

* An interest in raising attainment and aspirations of school children.
* Enjoy working with school children and Edge Hill University staff.
* A professional attitude.
* Excellent communication, organisational and time management skills.
* Ability to present information and talk to a group.

**What would the role entail?**

As a student guide for the ‘YES’ Project, you will have the opportunity to take on the following responsibilities:

* Meet and greet the schools as they arrive on campus.
* Guide the schools to the designated rooms throughout the day.
* Welcome the pupils to campus and present the timetable for the day.
* Answer questions about the university, campus life and your own university experiences throughout the day.
* Report back any issues or feedback to the event organisers.

**What are the benefits to you?**

* Flexible working – sign up to the events that suit your timetable
* Good hourly pay of £8.66 with days usually lasting 5 hours
* Gain an insight into Edge Hill University’s commitment to improving educational attainment.
* Gain experience working with a range of schools and pupils.
* Work with a range of Edge Hill University staff and see how campus events are planned and delivered.

**Can I apply if I already have a part time university job?**

Yes, this role is completely independent of other university part time jobs so you are able to apply regardless of your other roles.

**What days will I work?**

Once you have applied and been trained, we will post a list of upcoming visits that we would like your support with. You will then have the opportunity to sign up for as many visits as you would like.

**Key dates:**

Interviews/selection will take place in February

Training will take place in March

The first visits will begin in April

**How many places are available?**

We have a busy year coming up so we are looking to recruit as many suitable candidates as possible.

**How do I apply to be involved?**

All students who are interested in becoming a YES Project student guide must complete the attached application form and return it to Patrick Newland using the email: **newlandp@edgehill.ac.uk**

Please include ‘YES Project Application’ as the subject header.

**Contact information – Further details**

Patrick Newland

Email: newlandp@edgehill.ac.uk

Telephone: 01695 650774