



Job Title: Student Ambassador – Res Life

Unit/School: Student Services

Grade: 1A/B

HERA: CMSR68

Core purpose of role

To assist the Student Transition Coordinator in the promotion, participation and attendance of Res Life events at Plas Gwyn Halls, Cyncoed Campus and Llandaff Campus.

Key responsibilities and contributions

- Be an active and flexible ambassador with a focus on event organisation, coordination and promotion.
- Support events during Welcome Week (including day/evening/weekend activities).
- Facilitate/coordinate evening and weekend events/activities in your halls of residence within term time.
- Promote Res Life events within Halls via posters/social media etc. within term time.
- Work collaboratively with the other Res Life Ambassadors and the Student Transition Coordinator, meeting regularly to organise and plan events.
- Help students settle into halls and make friends.
- Assist in obtaining feedback via QR codes and questionnaires as part of the events.
- Be proactive in consulting students in your halls about ideas for events and using their input to decide on future events.
- Record all activities/hours/attendance to be reviewed in regular ambassador/transition coordinator meetings.



Person specification

Essential qualifications / Professional memberships

- To be a current level 4 student at Cardiff Metropolitan University and due to be a resident in Cyncoed halls of residence or Plas Gwyn halls of residence.

Essential experience, knowledge and skills

1. Understanding of responsibilities related to organising and coordinating events.
2. Good written and oral communication skills.
3. Ability to listen, willingness to go the “extra mile”, be outgoing and have good social skills and positive approach.
4. Ability to deal with challenges in a calm and confident manner and escalate as appropriate.
5. Ability to organise and encourage participation in events.
6. Ability to listen and demonstrate a sympathetic and empathetic manner with students and guests.
7. An organised, flexible and adaptable attitude to meet the needs of the role.
8. Ability to use social media as a marketing tool.

Desirable

1. Awareness and understanding of mental health issues and how to respond and signpost individuals.
2. Experience in the day-to-day running of events under minimum supervision.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.				
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.	Desirable	Desirable	Desirable	Desirable
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post does not require a DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.