

Outreach Ambassador Graduate Role Recruitment

Information event – March 2025



What we'll cover today

Who are the Outreach team?

- Where the Outreach Ambassadors into this

Outreach aims & objectives

- What would your aims be
- Events, activities and programmes you could work on

Hear from the current team

- Roving reporter!
- Central
- Faculties: SAgE – HaSS - FMS

Why become an OA?

- Professional development opportunities
- Benefits of working at Newcastle Uni
- Where have previous OAs progressed to?

Application process

Questions & Discussion

- Chat with:
 - Current OAs and Outreach colleagues
 - NCL Rewards
 - Colleague Wellbeing

Who's in the room

Student Recruitment Managers

- Jack Chamberlain, Vanessa Scott

Outreach Coordinators

- Caitlin McIlwraith, David Metcalfe (joining digitally... hopefully!), Sam Mead

Current Outreach Ambassadors

- Abigail Lancaster (History)
- Sarah Firth (Maths)
- Layla Creaney (Combined Hons)
- Kiera Johnstone (Bio Sciences)

Outreach Support

- Lisa Davison

Staff Recruitment and Colleague Rewards

- Senga Turnbull, Michael Bewick

Colleague Wellbeing team

- Steph Alderslade

Who are the Outreach team?



Who are the Outreach Team

- Multiple Outreach and Marketing teams across faculties and central teams
- Outreach Ambassadors are based within the UK Recruitment Team, with close links to faculty-based colleagues
- Outreach teams are responsible for:
 - Promoting the University to prospective students
 - Hosting events and activities that reach our core audiences
 - Supporting students on their journey to higher education
 - Working with teachers/advisors to support their schools' educational needs

UK Recruitment
Team

FMS Faculty

HaSS Faculty

SAGe Faculty

Who are the Outreach Team

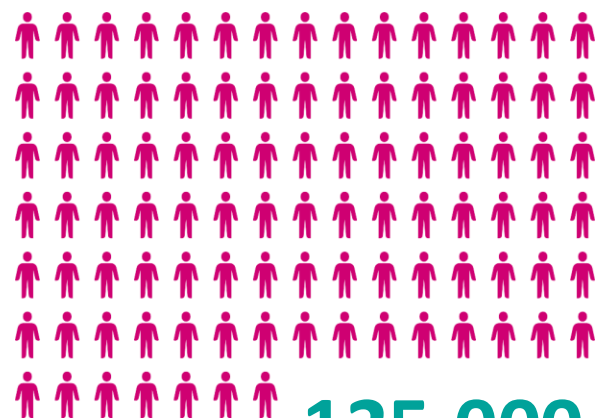
- **Outreach Ambassadors** – 7 recent graduates who deliver events and activities, crucial peer-to-peer support for school pupils
- **Co-ordinators** – coordinate & deliver our outreach activities and manage our school/college partnerships
- **Support Team** – critical admin support to make sure outreach runs smoothly
- **Student Ambassadors** – 200+ current students who support us with outreach delivery
- **Managers** – oversight of the team, including strategic developments to ensure we meet institutional needs
- **Faculty-based colleagues** – most/all of the above, based within a faculty

What we do in a year...



68

University events and bespoke visits



125,000

Individual students engaged

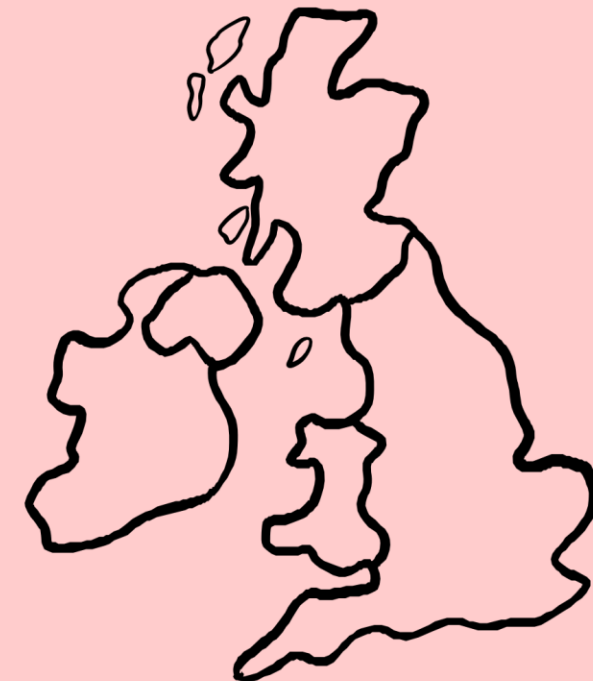


413

Schools & colleges supported

HE Recruitment Fairs

50



746

In-school visits delivered across the UK

Outreach Ambassador Aims & objectives



Outreach Ambassador aims and objectives

Increase applications to Newcastle University from key schools, colleges and audiences, such as:

- **Under-represented student groups**, identified in Newcastle University's Access and participation plan
- Wider institutional recruitment aims. For example, to address **national skills gaps** or **high attaining students**

Develop & deliver high-quality events and activities to school pupils

Support Marketing and Recruitment colleagues with content production

OA events, activities and programmes

Deliver in-school,
educational presentations

Facilitate class-room
activities

Promote and facilitate the
delivery of NCL's Supported
entry routes

Promote the University at
national exhibitions

Develop and deliver
engaging content, inc
online webinars

Support on-campus events,
including Open Days &
summer schools

PARTNERS Programme Supported Entry Route

- Newcastle University's keystone Supported Entry Route **for young people underrepresented in higher education**
- A vital tool in **increasing applications** to the University and **increasing access** for disadvantaged students
- **Over 10,000 students** have entered the University via PARTNERS over the last 25 years
- Over **4500** applicants this year
- **Nationally recognised** Programme promoted nationwide by Outreach team

Aims of the programme:

- Head Start with University
- Develop academic skills
- Increase confidence in academic abilities
- Provide tailored information and guidance to develop ambition and raise aspirations so applicants can make informed choices
- Improve perception of higher education
- Meet recruitment and widening access targets
- Foster a sense of belonging & community

Key OA role info

Salary: £26,942. Overtime may be available for some events/activities.

Annual leave: 32 days holiday, plus bank holidays and 4 Christmas closure days.

Working hours: 37 hours per week. Regular evening and weekend work is required for travelling or attending events. Flexi-time and TOIL (Time Off In Lieu) can be accrued where appropriate.

Based in Newcastle, office location: Your office will be based in the King's Gate, Newcastle University

Full-time, fixed term contract. Start/End Dates: Tuesday 29 July 2025 - Friday 28 August 2026.

Hear from
the current team



Current OAs in the room...

Abigail Lancaster (History)

Sarah Firth
(Maths)

Layla Creaney (Combined
Hons)

Kiera Johnstone
(Bio Sciences)

Questions for OAs submitted in advance

What does a day in the role look like?

What kind of travel does the role involve and where to?

What would you say to your younger self who has only started the application process and had doubts and was not sure if they were going to succeed?

What is the typical working pattern of this job?

Questions for OAs submitted in advance

What are the sleeping arrangements like when you have to work away - do you have your own room?

What is the split between being in Newcastle and being away?

Do you go all across the country?

Is there a certain time of the year you are busier than others?

Questions for OAs submitted in advance

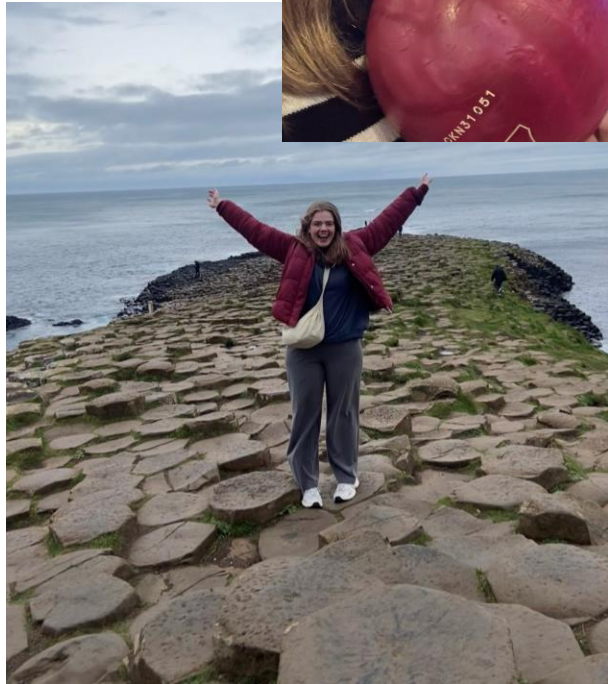
What sorts of events does the ambassador help run in schools?

What is your go to move/technique to get people involved in your talks?

Have you ever had to deal with people who were uninterested in Newcastle University and how did you deal with them / get them interested?

Is there a certain time of the year you are busier than others?





Why become an Outreach Ambassador



Why become an OA?

Develop a variety of skills and gain experience in:

Communication	Creativity	Initiative & problem solving	Marketing
Confidence	Presenting & public speaking	Project management	Resilience
People management	Event planning	Student recruitment	Team working

Why become an OA?

Work independently

- Within an experienced, friendly and supportive team

Gain experience of the education sector

- Schools, colleges and Higher Education

Travel across the UK

- Become a leading expert in Premier Inns!
- All transport/accommodation paid for + expenses for meals while away

Lots of training and development

- A brilliant and supportive start to your career



Where have previous OAs progressed to?

Current job titles of some former OAs:

Investment Manager (Financial Sector)	Student Recruitment Coordinator (Newcastle University)	International Development Manager (Durham University)	Regional Director (Confederation of British Industry)
Project Coordinator (NE UniConnect Partnership)	Head of Marketing (NextGen Planners)	Inclusion Manager	Graduate Recruitment Lead
Deputy Head of Student Recruitment and WP (Queen Mary London)	Head of HE Partnerships (Unifrog)	Principal Analyst (DWP)	Programme Talent Officer (Teach First)

Application process & colleague benefits



Key timeline

1. After this event

- Distribution of presentation slides and key links

2. Sunday 16 March (23:59): Application deadline

- Don't leave it too late – we cannot help you if there are any IT issues on the Sunday

3. Wednesday 19 March: Application outcomes and interview invites

- Initial outcome, confirmation of whether you have been invited to interview
- If invited to interview, you may be asked to complete a short online test

4. Thursday 26 – 29 March: Interview dates

- Interviewees will attend one date. This will include:
 - Formal interview
 - Group work task
 - Presentation

5. Week commencing 7 April: Interview outcomes

- Feedback available on all interviews
- Following outcomes, successful candidates will be invited to complete their DBS check ahead of role starting

What we're looking for...

Your application will be assessed for the following knowledge, skills and experience

Understanding of the British school system	Awareness of issues relating to progression, recruitment, and admission of students in higher education	Excellent interpersonal and communication skills	Outstanding team working skills
Strong problem-solving skills and use of initiative	Excellent organisation and time management skills	Familiarity with Microsoft Office	Full UK Driving Licence
Graduate of Newcastle University UG degree in 2024 or 2025	Willingness to work evenings and weekends	Willingness to receive Enhanced DBS Check	Willingness to travel regularly and drive long distances

Attributes and behaviour

If invited to interview, you will be assessed on the following areas

Planning and organising

Comfortable working independently
Manage their own time

Delivering services

Attention to detail
Takes responsibility for achieving targets

Communicating

Relatable
Able to connect with young people from diverse backgrounds
Tailors content accordingly

Team-working

Collaborates well with others
Keeps others up-to-date with progress

Application top tips

As an NCL student you have access to our award-winning Careers Service – reach out for application support

- The website includes bespoke guidance with CVs and Cover letters
- You can even book a one-to-one in-person session with a colleague from Careers

Cover letters will be scored and are great to demonstrate transferrable skills using evidence and example

- Use the STAR format to outline your evidence and examples

Contact details available on the job ad – use them if you're not sure about anything

Ask others to sense-check your application: friends, family, Careers, academic tutor

You can edit your application after you submit (but before the deadline)

www.ncl.ac.uk/careers/making-applications/

Don't leave it to the last minute

Colleague benefits



South Tyneside Council

THE CITY BATHS
NEWCASTLE

Life™



The Telegraph

SOCIAL
Bird



Places
Leisure

Part of Places for People



Contours Science Centre
more than just a gym

Copthorne

THAI DINING
CHAOPHRAYA
HOURS: chow-pry-ä



everyone
ACTIVE

MOTEL ONE



medicash
a positive approach to health

INNSiDE
BY MELIA

vodafone

N
NORTHERN
STAGE

CROWNE PLAZA®
AN IHG® HOTEL
NEWCASTLE -
STEPHENSON QUARTER

GINO

D'ACAMPO



Dunham
McCarthy

N
NORTHERN
STAGE



HOT
INDIGO®



THE ALCHEMIST



Find out more:
www.ncl.ac.uk/vacancies/benefits/

Questions...



Further questions submitted in advance

Do I need a driving license for the role?

Is this opportunity open to international student graduates?

Is the role 9-5, Monday to Friday?

Can I have a second job as well?

Further questions submitted in advance

How will the group interview segment work?

What are the employee benefits included in this role?

I am a PG student, I will be graduating this year, can apply for this position?

What is the application process like?

Further questions submitted in advance

Are there ways to progress from this role to a further career with Newcastle University?

Are successful applicants only able to work in the role for the fixed term, or is there options for renewal?

Key links – click or scan...

Outreach Ambassador role overview

ncl.ac.uk/schools/about-outreach-services/student-work-opportunities/outreach-ambassador/



Newcastle University Vacancy Portal

jobs.ncl.ac.uk/job/Newcastle-Outreach-Ambassador/1171480901/



Support with your application

ncl.ac.uk/careers/making-applications/

