

2019 Ambassador Role Description

Ambassadors provide their services voluntarily and are our vital 'on the ground' people who willingly give their time to advise and support a small number of schools/organisations in their locality to put on NCW activities.

It is not envisaged that Ambassadors will 'put on' or take control of activities. Nor is it required that they offer schools/organisations a face-to-face meeting, they may however, do so if they wish.

Your duties will include:-

1. Responding to schools/organisations who have contacted NCW and requested support within 48 hours of receiving the request from the Lead Ambassador
2. Making contact with schools and organisations within your locality and providing them with information about NCW and ideas on how to use our resources and information.
3. To work with schools/organisations via phone, email, or other remote communication to:-
 - provide information and data about NCW as supplied by the NCW team
 - provide suggestions for activities and resources which will support the school/organisation in celebrating NCW. Only NCW or free at point of use resources should be recommended.
 - to use their own social media presence to promote NCW and to support the school/organisation to publicise their involvement and support for NCW
 - refer any requests to organise events or sponsorship enquiries to their Lead Ambassador
 - support schools in finding local support by linking them to local Enterprise adviser
4. Keep simple records of their NCW activities to feed back to Lead Ambassadors

N.B. If Ambassadors wish to make face-to-face meeting arrangements with schools/organisations, they do so at their own risk and should take all reasonable precautions to ensure their own safety.