



CVEA Careers Ambassadors

Job Profile and Description

A Careers Ambassador is responsible for helping students to learn more about their options for education and future careers.

Duties and Responsibilities

A Careers Ambassador:

- provide feedback and gather student voice on the existing careers activities.
- communicate information about careers activities to students and staff including writing website posts, updating careers notice boards, writing articles and taking photos.
- collaborates with their team on a project, which will improve or add to the existing careers activities.
- supports with planning and organising various talks and events.
- attends meetings to be held monthly.
- act as a guide for employers and professionals who are visiting the Academy for the purpose of taking part in career talks and events.
- act as mentors for new Careers Ambassadors.

Skills

A Careers Ambassador:

- will have the opportunity to develop exceptional communication skills and interpersonal skills.
- will be expected to be dependable and trustworthy.
- should be open to new experiences and comfortable to work as part of a team.
- will be encouraged to be an active listener and contribute to discussions, allowing everyone to have a voice.
- should have a desire to support their colleagues and try to think of creative solutions when facing a problem.
- are expected to be ambassadors for their school, and role models for their peers

