



Social Sport Ambassador Recruitment Procedure

1. Introduction

- 1.1. The following procedure outlines the recruitment process for all University of Lincoln Students' Union (ULSU) Social Sport Ambassadors.
- 1.2. New social sport ambassadors are recruited from 1st May.
- 1.3. Ambassadors commence on 20th September.

2. Position Promotion and Advertisement

- 2.1. Ambassador role descriptions are to be reviewed and updated by the 1st April.
- 2.2. Role descriptions are to be sent to the University of Lincoln Students' Union Employability department by the 7th April.
- 2.3. Social Sports Assistant to send all vacant ambassador roles and application information to the University of Lincoln Students' Union Marketing Department for promotion.
- 2.4. All vacant roles are to be promoted on the Volunteering site ready to be applied for on the 1st May.

3. Application Process

- 3.1. All those expressing an interest in one of the available roles are to be directed to the Volunteering site <https://lincolnsu.com/volunteering/opportunities/community/sport> where they can access the role description and express their interest in occupying the role.
- 3.2. A member of the University of Lincoln Students' Union Employability department will forward on the expression of interest to the Social Sports Assistant. They will then notify the applicant of more information regarding the role and request a personal statement is sent to the Activities department via email to officially apply.

4. Selection Process

- 4.1. All applicants will be contacted via email to set up an interview date and time with the Social Sports Assistant and Vice President Activities. This is to

take place at the University of Lincoln Students' Union no later than the 13th September.

- 4.2. Interviewees will be contact via email to inform them of the outcome of their interview. All applicants will be offered the chance to receive feedback on their interview.

SD 09/19