**How to be a Job Holder Ambassador: Top Tips**

Have you volunteered to be a Job Holder Ambassador? Here are some hints and tips on how to prepare and do a great job on the day.

**1. At a careers fair**

Careers fairs are where you have a ‘stand’ and are competing with other employers for the attention of the students. It can be hard to know what to expect from these events and engagement varies enormously based on the age and preparedness of the students. Be mindful that students feel self-conscious and are influenced by peer pressure so may find it difficult to talk to an adult they haven’t met before.

Top Tips

* stand up and in front of the desk so there are no barriers to engagement
* make eye contact and smile, say hi and ask if you can help
* use props to create a buzz or a diversion. Anything that looks interesting or visually attractive works. If its interactive even better. We have used:
* the Health Careers quiz [Take our careers quiz | Health Careers](https://www.healthcareers.nhs.uk/FindYourCareer)
* guess the radiology image activity
* a model of the heart
* Operation game
* a timed balance test (you just need a stop watch)
* Top Trumps

Or you could ask for a break-out space and run a short interactive workshop on repeat…

**2. Giving an ambassador talk**

This is you presenting about your job and your career journey. Limit to around 7 minutes and allow time for questions after. Successful ambassador talks are about understanding your audience and leaving out the details - the Q&A will allow further exchange of information.

Set objectives for the session. My three (I am a Vascular Sonographer) are usually:

* **what do I do?** to cover this I talk through one scan with lots of bright images and a video loop. I give the patient a name and a social story to make it relatable.
* **why is my job important/why do I love it?** I talk about the impact for the patient, how I help them, decision making/problem solving and how this makes me feel.
* **link to STEM: e.g.,** how I use science to get the images and to understand what is going on in the patient’s body. And why I enjoy using science in my everyday work. **Please feel free to adapt these suggestions for your own role and story .**

Top Tips

* Look at your presentation or talk from the perspective of the learner. How old are they? Try to recall what you could take in and what you wanted to know that that age.
* Use your first name only and limit your title to the recognised occupation “I am John and I’m an Optometrist,” “I am Hayley and I’m a Sonographer.” Leave out complicated additions like senior, paediatric or educator. Or, provide an explanation.
* Describe your job do using lay terms, perhaps using a case example or two.
* Deliver in the first person. “I” rather than “we.”
* Tell a story - your story.
* Pick highlights from your career journey but keep it truncated. Its ok to talk about wrong turns. Very reassuring for students to hear how you got back on track.
* Mix media: PowerPoint is fine but aim for images, videos and use activities or props too.
* Use audience participation and Q&A whenever possible.
* If your presentation feels busy or rushed it’s time for an edit. If in doubt, leave it out 😊
* **Do pre-warn students if you are talking about sensitive issues like cancer or suicide.**

The Don’ts:

* avoid lots of text on slides and reading from slides.
* try not list all the jobs you ever had or all the places you ever in the past.
* avoid all jargon and abbreviations. If it’s unavoidable then offer an easy-to-understand explanation, but you will be surprised what you can leave out and keep the story alive.
* no need to mention all the other people you work with. Stick to **your** story about **you.**
* don’t try to cover all the routes in - but do be prepared for questions about this.
* young audiences are focused on their immediate next steps so no need to showcase all the places your career can lead to.

**3. Fielding questions**

Be prepared to field questions that might be outside your own sphere of expertise.

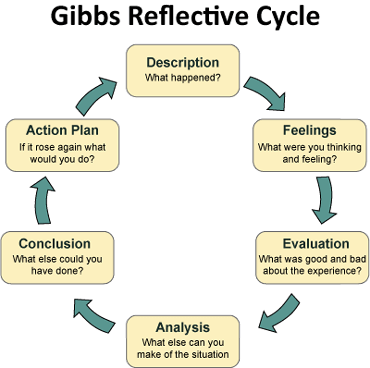
**Top Tips and Tools**

* look for answers on-line, sharing how you do this with the learner.
* use Health Careers website [Health Careers](https://www.healthcareers.nhs.uk/)  to show where information about jobs can be found and encourage students to [Take our careers quiz | Health Careers](https://www.healthcareers.nhs.uk/FindYourCareer) to help navigate and find the most suitable career choices for them.
* use UCAS [Search - UCAS](https://digital.ucas.com/coursedisplay/results/providers?studyYear=2023&destination=Undergraduate&postcodeDistanceSystem=imperial&pageNumber=1&sort=ProviderAtoZ&clearingPreference=None) to find university courses and to look at entry criteria.
* if you can’t find the answer, take their career leads or parents e-mail, and use that to pass on information once you have had chance to consult your peers.

**4. Reaping the benefits of being a career ambassador**

It can be part of your own growth, development and even support revalidation.

**You might apply Gibbs reflective cycle to you career ambassador practice:**



Like everything in our professional lives, it gets easier and more comfortable with practice.

I hope you get lots of rewards from inspiring and supporting the next generation workforce.