Postgraduate Ambassador Information Pack 2027

Content

1. Contract Agreement
2. Job description
3. Writing an academic article
4. Social media, blogging and content creation
5. Monitoring and support from the Coleg
6. Expenses
7. Publicity and photographs

Agreement (Copy for Information)

We would like to invite you to provide services to the Coleg Cymraeg Cenedlaethol. You will provide this service to us on a freelance basis.

Fees:

£50 per term as a retainer, paid in April, July, October and December.

£92 per full day or £46 for up to half a day of work.

Full day = 7 hours

Half day = 3.5 hours

Status of your services

You are self-employed and not entitled to any pension, bonus or other benefits from the Coleg Cymraeg Cenedlaethol. You agree to be responsible for any income tax, national insurance contributions and similar obligations related to the fees.

Tax Indemnity

You will hereby be liable and agree to remain liable for any requests for income tax or national insurance contributions made to the Coleg Cymraeg Cenedlaethol by the relevant authorities in connection with the services.

Termination of agreement

This agreement will automatically end on 31 December 2027 unless terminated earlier without notice.

Job Description

Postgraduate Student Ambassador – Coleg Cymraeg Cenedlaethol

We are looking for enthusiastic postgraduate students to share their experiences – from studying through the medium of Welsh to socialising – and encourage more students to study through the medium of Welsh!

We want to support you to develop valuable skills that will benefit you when seeking work in the future, as well as giving you the opportunity to share your experiences.

The Coleg Cymraeg is committed to equality and diversity principles and therefore encourages applicants of any gender, age, disability, Black, Asian and Minority Ethnic backgrounds, sexual orientation and religion to apply for the ambassador role.

Work term

01 January 2027 – 31 December 2027

Being an ambassador will enhance your CV and academic development and offer social opportunities.

Duties include:

- Develop the Welsh-medium postgraduate community (with CCC support).

- Take ownership of the postgraduate ambassador scheme and influence its direction based on student needs.

- Create social media content e.g., blog/vlog/Instagram takeover about postgraduate life.

- Follow and share postgraduate social media messages from the Coleg Instagram (@cccolradd) and manage Facebook and LinkedIn groups (Postgraduate Community).

- Support marketing and promotion of the Research Skills Programme.

- Organise postgraduate events, online or in-person, with CCC support.

- Suggest ideas for training workshops as part of the Research Skills Programme.

- Submit at least one academic article to Gwerddon Fach with CCC support.

- Ensure Welsh-speaking postgraduates are aware of Coleg provision, e.g., through the Doctoral School and postgraduate societies (led by CCC).

- Provide support on Research Skills Courses.

Writing an Academic Article

Gwerddon Fach is a partnership between Gwerddon and the Golwg360 news service. This is a platform for short academic articles that give a wide audience a taste of the latest research from leading academics from Wales and beyond. Gwerddon Fach contains short articles of approximately 600–1,000 words about any research that is of interest to a wider audience - whether it is a report on recent research, a response to important discoveries, public policy discussions and current affairs, a report on the proceedings of an academic conference, or a simple introduction to a complex research topic. More information and guidance can be found on this page https://gwerddon.cymru/gwerddon-fach/

Social media, blogging and content creation

You will help foster a Welsh-medium postgraduate community online and organising events with the Coleg's support. You will receive admin access to the Postgraduate Community Facebook group and have opportunities for Instagram takeovers to share experiences and events. You can also create blogs/vlogs for our social accounts.

Purpose of content: Provide insight into Welsh-medium postgraduate life – studying, researching and socialising – and encourage students to continue their studies through Welsh after completing their undergraduate degree.

Keep yourself Safe

Do not post information about where you live, your room number, mobile phone, etc. If someone following our content makes you feel uncomfortable and/or makes inappropriate comments, remember to contact us immediately.

Text

Take care! We do not want to see content that is offensive, represents or condones breaking the law, or otherwise risks bringing the Coleg into disrepute. This is not an area where strict rules can be set – we rely on your common sense.

Suggested topics for content:

- Introduction to Research work
- Welsh events

- A day in the life of a post graduate student
- Your interests outside university life
- Opinions and issues close to your heart
- Any other relevant postgraduate matters

Monitoring your role / Support by the Coleg

To ensure ambassadors fulfil their duties, the Coleg will monitor your role.

If we are not satisfied with the ambassador's commitment and they fail to adequately fulfil duties or prove irresponsible, we reserve the right to terminate the agreement without notice.

Contacts:

Main contact for post-graduate students is Manon Elin James.



E-mail: m.james@colegcymraeg.ac.uk

Mobile number: 07472424208

The main contact for the ambassador scheme is Mabon Dafydd.



E-mail: m.dafydd@colegcymraeg.ac.uk

Mobile number: 07891 544363

Photos

As part of promoting all the ambassadors, we must receive a photo of you after you receive your Coleg Cymraeg hoodie or t-shirt!

Dress code

A hoodie and t-shirt from the Coleg Cymraeg will be sent to you, and you are expected to wear one at any event related to the Coleg.

Expenses

Where you are required to travel for work by car, bus, train, etc., Mabon will provide you with a travel expenses form to complete and return.

The form will ask you to provide:

- Date of the journey
- Details of from/to (e.g., University address to School …)
- Purpose of the journey, and start/return times (e.g., school visit, Start: 12:00, Return: 15:30)
- Number of miles (if travelling by car), or bus/train costs in column C.

Reasonable subsistence is paid in line with regulations. **Receipts must be sent with the claim.**

Publicity and Photographs

Interviews:

If you are offered an interview by the media about your role as ambassador or anything relevant to the university or your studies, remember to inform the Coleg beforehand. We can advise on interview content if needed.

If the Coleg contacts you asking you to take part in an interview, it is very important you respond to the request by email or phone **as soon as possible** to facilitate arrangements.

Photo Quality

Make sure you send us the highest quality photos possible for posting on social media or the website. Low-quality photos or screenshots do not look good for image purposes.

I have read this document and understand the requirements of the tasks for my role as Student Ambassador for the Coleg Cymraeg Cenedlaethol.

Signature: _____

Date:_____