

## Young Professional Ambassador

### **Primary focus:**

As an IET Young Professional Ambassador it is your responsibility to **represent the IET, especially its young professional members**. You will take an active role in your respective Local or Technical Network and/or On Campus Group and share the most successful events with other YP Ambassadors to share best practice and advice. Be proud to be the face and voice of young professionals within the IET and to the public.

### **Main duties and responsibilities:**

#### INSPIRE

- Show the world what IET young professionals are up to by posting updates on your social media accounts, writing blog posts, writing news articles to be included in IET or external publications or within your own network at events or with presentation opportunities.
- **Inspire** the next generation to take up STEM by getting involved in Education activities like Faraday Challenge Days, Engineering Open House Days or First Lego League competitions through volunteering at the events or helping to organise them.
- Inspire other IET volunteers to coordinate with the young professionals in their community and show how valuable this can be.
- Encourage students and On Campus members to continue with the IET after graduation, encouraging them to update their contact details so we can stay in touch.
- Talk with your colleagues at work or university to encourage them to start an exciting journey with the IET.
- Explore innovative ways to inspire and inform other people about the work you're doing e.g. vlogging, webinars.

#### ENGAGE

- Attend IET events and network with others within the IET.
- Communicate with IET globally whether online or in person.
- **Engage** with others who are interested in the IET Young Professionals community on Facebook. Interact with their posts and share wherever relevant.
- Be present in the Facebook group, contributing ideas and reporting on interesting events in your region.

#### COLLABORATE

- **Collaborate** with the other young professional ambassadors to discuss ideas, visions and feedback the views you've collected from other young professionals.
- Use the Facebook group to get people connected with those that can help them.
- Work alongside other Young Professional Ambassadors, the Young Professionals Communities Committee (YPCC) and IET staff to make a true difference in the IET.

### **Appointment method:**

No nomination process, simply email [youngprofessionals@theiet.org](mailto:youngprofessionals@theiet.org) to let us know you're interested in the role.

### **Period of appointment:**

For as long as you like, the only criteria is that you must be between the ages of 18-35 to be a YP Ambassador.

## **Training:**

No specific training required but we do advise you familiarise yourself with our Social Media Policies and best practice guides. We also encourage you to join one of our [induction webinars](#) to understand more about the IET and what it does. All IET activities, as well as reading our policies, count as professional development – so make sure you record them on your CPD record.

## **Point of contact:**

The main person to speak to about this role is the Young Professionals Community Manager [youngprofessionals@theiet.org](mailto:youngprofessionals@theiet.org).

## **Communications:**

When undertaking this role, you can expect to receive:

- Regular contact from the YP staff team
- Regular contact from the Young Professionals Community Committee (YPCC)
- Ad-hoc queries from individuals keen to know more about your role
- Volunteer Update newsletter

## **Resources:**

- Engineering Community
- Online marketing toolkit
- Events toolkit
- Community operating guidelines
- Governance structure (CRC / CC)
- [Volunteering Handbook](#)
- [Volunteer Hub](#) web area

## **Policies and procedures:**

Upon engagement you will be provided with access to our e-learning portal to undertake the following activities:

- [Online sign-up to Policies and Code of Conduct:](#)
  - Anti-bribery and Corruption Policy
  - Anti-slavery Policy
  - Code of Conduct for Volunteers
  - Data Protection Policy
  - Equality, Diversity and Inclusion Policy
  - Harassment and Bullying Policy
  - Safeguarding Children and Adults at Risk Policy

[Other Policies and Guidance](#) to support you in your role:

- Business Cards and Email Address Policy
- Confidentiality of IET Documents
- Conflicts of Interest Policy
- Expenses Policy
- Gifts and Hospitality Policy
- IT Acceptable Use Policy
- Photography and Filming policy

- Plagiarism Policy
- Social Media Policy
- Travel Insurance Guidelines
- Whistleblowing Policy (Fundraising)
- Working Together Guidelines

Please refer to the [Volunteer Hub](#) for further guidance on policies and procedures.

**Person specification:**

To be a successful YP Ambassador, you should be:

- Enthusiastic
- Passionate about engineering
- Passionate about the work the IET are doing to promote engineering
- Active on social media
- Willing to network and collaborate with others

You must also be aged between 18-35 years old and a member of the IET.

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