COLEG CYMRAEG CENEDLAETHOL

Student Ambassador Information Pack 2027

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Agreement (Copy for information)

Fees

£92 per day or £46 for up to half a day is paid for work.

£50 each term to the ambassador in April, July, October, and December as a retainer fee.

A full day's work = 7 hours

Half a day = 3.5 hours

Service Status

With the Coleg Cymraeg you are self-employed without entitlement to any pension, bonus, or other benefits from the Coleg Cymraeg Cenedlaethol. You therefore agree to be responsible for any income tax requirements, national insurance contributions, and similar contributions associated with the fees.

Tax Indemnity

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

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Termination of Agreement

This agreement will automatically end at the end of the period (31 December 2026), unless terminated earlier and without notice on the grounds of misconduct or lack of commitment.

Job Description

Coleg Cymraeg Cenedlaethol Ambassador Job description

We are looking for enthusiastic students, Welsh first or second language, to share their experiences in universities across Wales.

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

You will be a big part of our marketing and promotional events between January and December 2027, as well as representing the Coleg within your university.

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

Work period

01 January 2027 – 31 December 2027

Work content:

- Create digital content
- Write blogs
- Events such as the Eisteddfod and Tafwyl
- Understanding of the various courses available partly through the medium of Welsh in universities in Wales
- Share opportunities to study through the medium of Welsh on your course, and opportunities to socialise!

Tasks

In addition to learning and familiarising yourself with the work and role of the Coleg Cymraeg Cenedlaethol, especially the Scholarships scheme and the

course finder, we expect you to share your experiences of Welsh-medium education and studying in Wales.

Everyone must complete the following during the year:

- Attend the Coleg Cymraeg ambassador course
- Provide answers to our questionnaire to be shared on social media
- Share Coleg Cymraeg Cenedlaethol content on social media – REGULARLY
- Respond to email/phone/WhatsApp requests from the Coleg within 48 hours
- Timely submission of tasks requested by the Coleg
- Take part in Coleg Cymraeg marketing events such as Eisteddfod, UCAS fairs, school visits, Tafwyl, and many more
- Contribute to any other tasks/opportunities that may arise during the year

Social Media, Blogging and Content Creation

The Coleg shares blogs, videos, and various other content on our social media. To begin, we will share an introduction and profile of the new ambassadors for 2026. If you have any ideas for content you'd like to create, you are very welcome to share them with Mabon Dafydd, who coordinates the ambassador scheme. You are also welcome to ask at any time for help or guidance with different content. We encourage you to keep up with global trends on social media, and you are welcome to submit ideas for memes relevant to student life in Wales.

Purpose of content: A taste and overview of Welsh student life in university while studying and socialising – and encouraging prospective students to study part of their course through the medium of Welsh. It should give a positive outlook of studying and socialising through the medium of Welsh at university in a light and natural way. The target audience is sixth formers, students, and young people.

Key Points: 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.

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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.

Blogs should not exceed 350 words. Keep sentences and paragraphs short – no more than 3 or 4 lines each.

Photos and videos

When creating a video, try to keep the content brief, as short and catchy videos tend to attract more attention. We would suggest no more than 1 minute.

Be careful not to post pictures / videos of individuals who would not wish to be seen.

Cywirdeb Iaith

Make sure you check your Welsh before creating content using Cysill/CysGair if it is written. **Remember to use your natural language!!**

Suggested Content Topics

- Events within your Welsh Students' Union (rugby trip, Eisteddfod Rhyngol, social night out)
- A taste of your course/lecture/seminar/tutorial through the medium of Welsh
- School visits
- University/department open days
- Placements/work experience (if relevant to your course)
- Language Skills Certificate
- University branch events (you will work closely with your university branch)
- Anything else you think would be relevant

Monitoring role / Support from 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.

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Main Contact

Your main contact during the year is Mabon Dafydd. You can contact him through email, phone, or WhatsApp. Send any ideas or content you'd like to share to Mabon.



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

Mobile: 07891 544363

Events and Key Dates

Urdd Eisteddfod Bro'r Wenynen, Newport (Gwent) 29 May – 4 June 2027

National Eisteddfod of Wales Maldwyn Meirionnydd (Powys) 31 July – 7 August 2027

Tafwyl (Cardiff): Date to be confirmed

You will have the opportunity to be part of the staffing crew at the Coleg's stand at these events, as well as creating content around the festival grounds.

Other Events

We will contact you about other dates such as school visits, UCAS fairs, etc. As part of your role, you are expected to be ready to take part in these events.

Photos

As part of promoting the ambassadors, we must receive a photo of you immediately 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.

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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:_____