

ICAS Foundation Alumni Ambassador Info Sheet

Location	Flexible, preferably Scotland / UK
Time Commitment	Flexible, dependent on available events or opportunities
Role Duration	Flexible, with no defined end date
Point of Contact	Operations and Engagement Manager, ICAS Foundation

Introduction

Since awarding the first bursary in 2013, the ICAS Foundation has supported talented young people to study at university and take their first steps to a career in accountancy or finance. We firmly believe that we are enhancing both the lives of the young people we support and the accountancy profession, by making it more diverse and representative. We are fortunate to have ICAS Foundation graduates now working in accountancy practice, financial services, other areas of industry and undertaking postgraduate study.

ICAS Foundation graduates are inspiring role models for young people from similar backgrounds and, proud of their academic achievements while part of the programme, are often keen to remain involved with and support the ICAS Foundation. Through the Alumni Ambassador programme, the ICAS Foundation provides its graduates with a volunteering opportunity to remain involved, support the Foundation and help it develop for the future. We're looking for enthusiastic and passionate ICAS Foundation graduates who can share their experience, encourage eligible young people to apply and advocate for the Foundation at both special events and through their day to day role.

What's involved?

Activities will vary throughout the year – examples of support activities may include:

- Sharing your experience by speaking at school, college or university events, to increase awareness of ICAS Foundation support available for young people looking to study accountancy or finance.
- Supporting ICAS Foundation events, for example giving presentations or networking with current Foundation students at student induction events.
- Offering informal support to current Foundation students, for example help and encouragement with university coursework, or former Foundation students, for example where they may need support with their CA training or exams.
- Encouraging your employer to support ICAS Foundation aims, by promoting mentoring opportunities to CAs on their staff and considering Foundation students for internships and graduate roles.
- Promoting the ICAS Foundation within your professional network and, where appropriate, encouraging CAs to become mentors and donate to the ICAS Foundation.
- Contributing to ICAS Foundation marketing and fundraising activities through social media, ICAS Foundation website quotes, case studies, and press coverage.

Activities will vary depending on the time of year, and the capacity, location and number of Alumni Ambassadors available.

Why should I get involved?

ICAS Foundation graduates are ideally placed to promote and advocate for the benefits of the Foundation programme, as they can share their personal experiences and encourage other young people. Potential students are more likely to see the value of the ICAS Foundation when they hear feedback from graduates, and through their own staff members, employers can see the value of early engagement with a programme focused on academic achievement. Having benefited from the ICAS Foundation programme and knowing its value, ongoing involvement also allows graduates to give back and contribute in a variety of ways.

What support do ambassadors receive?

All of our ambassadors will have ongoing support from ICAS Foundation staff, who will regularly communicate with you and can provide advice and guidance as required.

Other opportunities for ambassadors to provide feedback, meet, receive training and share experiences may be provided by the ICAS Foundation on an ad-hoc basis.

Who can volunteer in this role?

The ICAS Foundation promotes a commitment to equal opportunities, including within its volunteer alumni ambassador scheme.

All of our ambassadors will be former members of the ICAS Foundation programme, and any former student is welcome to apply. In particular, we're looking for alumni who engaged well with the Foundation programme, including attending events, working with their mentor and submitting reports on time.

Alumni should be able to commit to supporting the ICAS Foundation in a variety of ways throughout the year, although we recognise that it may not be possible for alumni to travel and attend every event arranged by the Foundation.

Do mentors need any specific experience or qualifications?

In general, we are looking for alumni to have secured a graduate CA role, however this is not a formal requirement and graduates who have followed other career paths are welcome to apply. As we are looking for ambassadors who can promote the ICAS Foundation and independently advocate on its behalf, a positive and engaging communication style is critical, along with professional integrity and an excellent understanding of the Foundation's aims and direction.

As ambassadors will not be working unsupervised with young people, a criminal records check is not required for this role.

What are the next steps?

- If you are interested in becoming an Alumni Ambassador, please complete the application form on our website and return it to the ICAS Foundation. Applications are generally acknowledged within five working days.
- The ICAS Foundation will contact you to arrange an informal interview and later confirm the outcome.