

Educators and Youth Group Leaders

Requesting a STEM Ambassador

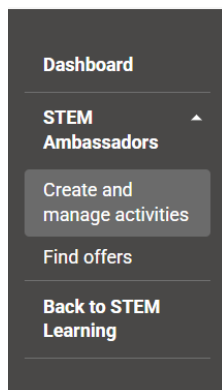
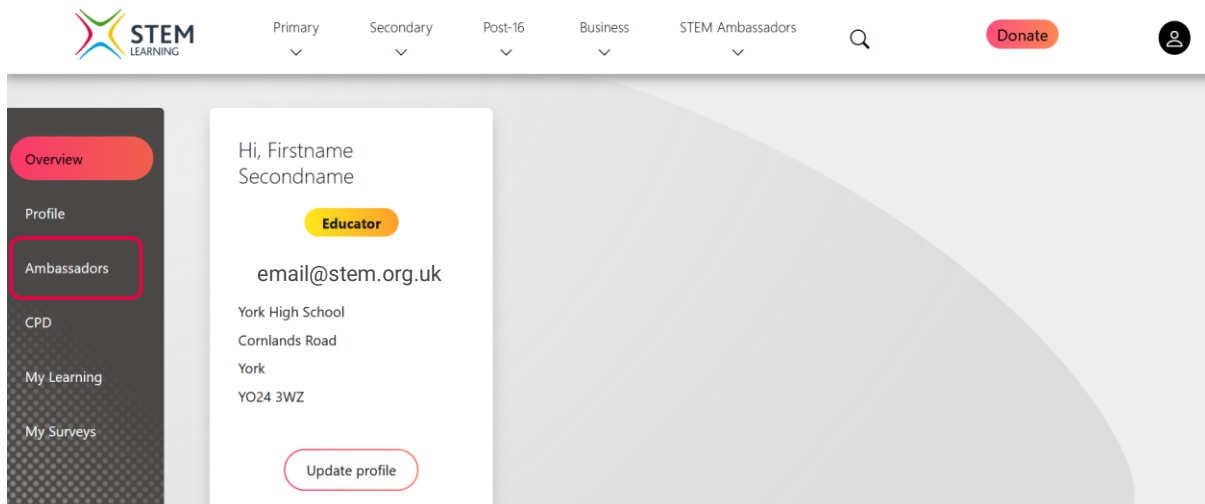
To request volunteering support from a STEM Ambassador, you will need to post an activity on the STEM Ambassador platform.

Please do this as early as you can to increase your chances of success. Successful requests are usually placed 6-8 weeks in advance.

You will need an educator or youth group leader account with us at www.stem.org.uk. Select the black icon in the top right and 'register' to create your account or 'sign in' if you already have an account.



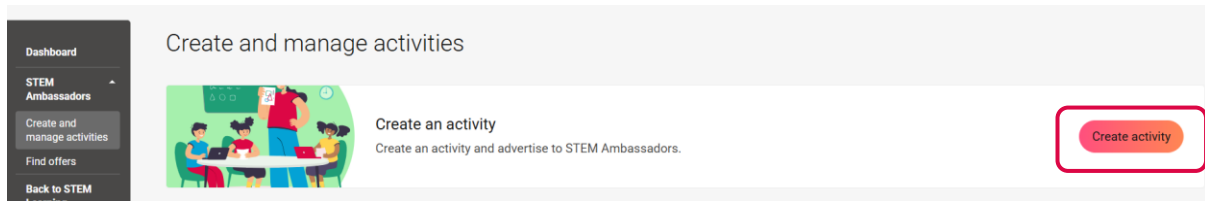
You will come to a page that looks like this. Please click Ambassadors on the left-hand side to be brought to the STEM Ambassadors platform.



Once you are logged in to the STEM Ambassador platform, go to 'STEM Ambassadors' in the menu on the left-hand side and click 'Create and manage activities'.



From here, you can click create an activity:



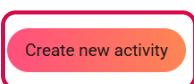
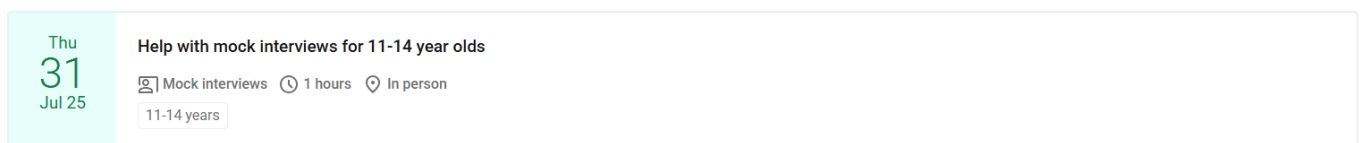
You will then be taken to a page to fill in the details of your activity posting. There are a few things to keep in mind when creating your post:

- **Activity type:** STEM Ambassadors often filter by the activity type when looking at volunteering opportunities, so make sure you choose the most relevant one
- **Activity name:** This is the first thing STEM Ambassadors will see. Summarising what it is you would like the volunteer to do is a good way to attract interest. For example, 'Careers talk linked to computing'.
- **Description:** Start with the support you are looking for, then go on to mention details about the audience and their learning, as well as any flexibility and support you can offer.
- **Participating schools and organisations:** Add your school(s) here to link the activity correctly.
- **Expected date of activity:** If you have a specific date for your activity or event, add that here. If you have some flexibility, we recommend setting the date in the middle of the suitable time frame. You can add details of your flexibility in the description.
- **Areas of Expertise:** STEM Ambassadors will also often filter volunteering opportunities by their area of expertise so make sure you choose all relevant categories. If you are open to a range of Ambassadors, then you can choose as many as you like.

Guidance for writing a STEM Ambassadors request and good examples of activity postings are available to support you [here](#).

You will be able to see a small preview of your activity. Click 'Create new activity' to post it.

Activity Preview



This activity will now be advertised to STEM Ambassadors.

Please check all the details are correct. If you need to update your activity, you can by using the 'Edit activity' button.

Thu
31
Jul 25

Help with mock interviews for 11-14 year olds

Talking with students 13:30 - 14:30 In person

Owner

FL

Firstname Lastname

Description

This activity involves helping students understand what an interview is like. You'd be running the interviews and asking students about 5 questions over 20 minutes, then giving a short amount of feedback. All questions are provided for you along with a feedback form. This would suit Ambassadors who have run interviews before. The time is set and cannot be moved as it is fitted in around other teaching.

Number of participants

50

Got enough Ambassadors?

You can remove your activity from being advertised if you have enough Ambassadors.

Remove Advertisement

Edit activity

Copy activity

Cancel activity

This activity will stay available for STEM Ambassadors to find until 24 hours before the expected start date, unless you have chosen to stop advertising or cancelled the activity before then.

STEM Ambassadors will be able to express interest and send you messages via the activity page. Through the create and manage activities page, you can easily see if there are any Ambassadors waiting for a response. Click on the messages box to read the messages and respond to the Ambassadors.

Thu
31
Jul 25

Help with mock interviews (test)

Talking with students 03:20 - 04:20 In person


11-14 years | Climate

0
Ambassadors confirmed


1
Waiting to be accepted

4 new messages

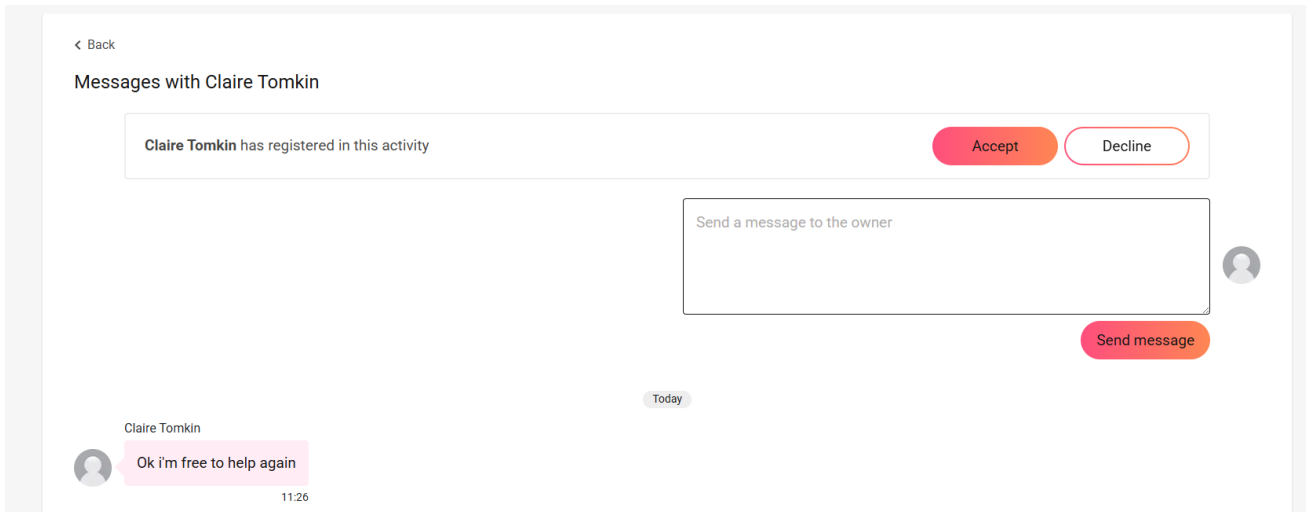
Funded by



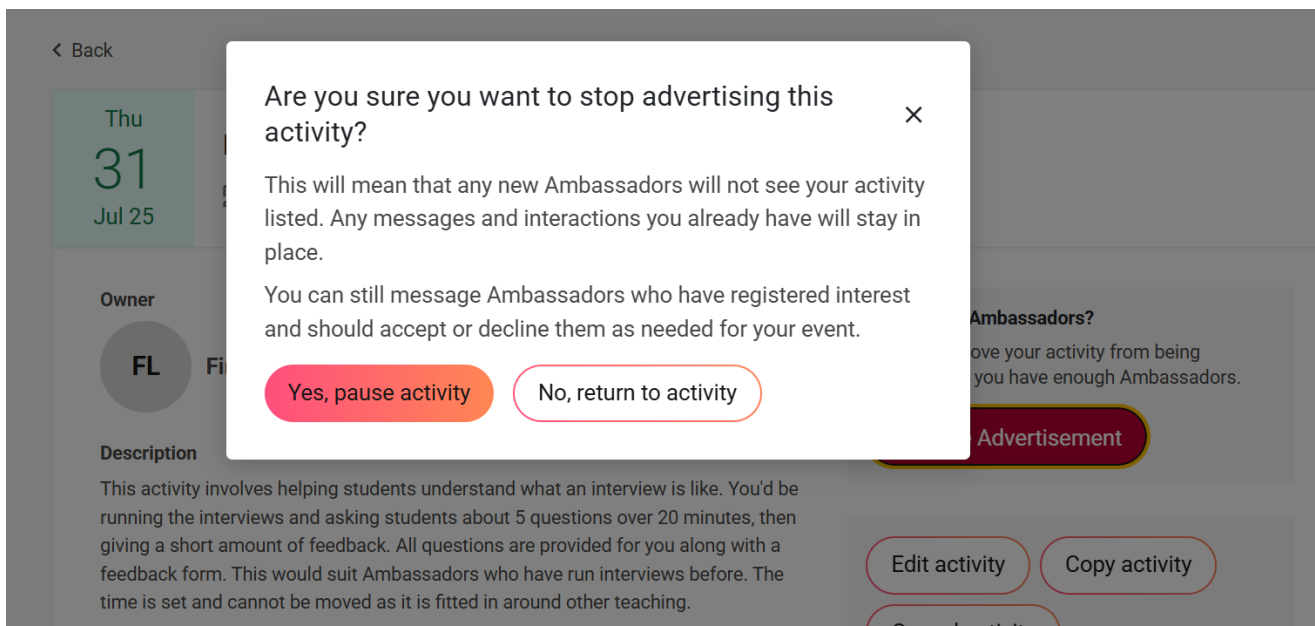
POWERED BY STEM LEARNING



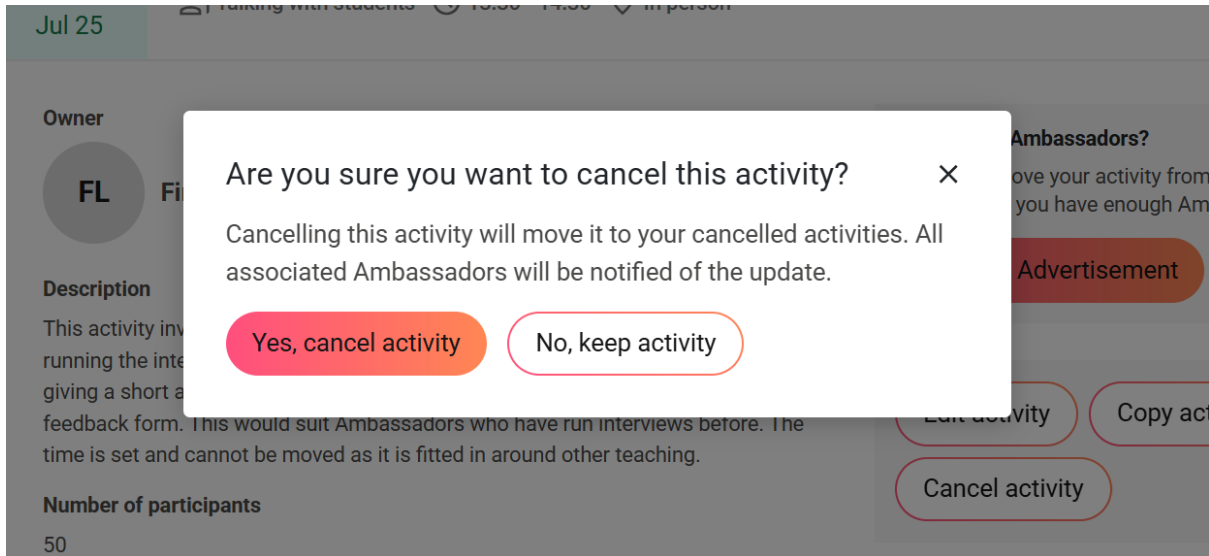
Once you have discussed further details and are happy with the STEM Ambassador taking part, you will need to accept them on the activity. You will still be able to use the integrated messaging function to get in touch with them.



If you have found all the STEM Ambassadors you need for your volunteering opportunity, you can choose to stop advertising so you will not receive new expressions of interest.



If you decide not to go ahead with running this volunteering opportunity, you can choose to cancel it.



Guidelines for working well with STEM Ambassadors

It is important to remember that STEM Ambassadors are volunteers who generously give their time for free. You should maintain good communication with STEM Ambassadors who contact you and provide clear activity details well in advance. The focus should be on activities that benefit young people aged between 5 to 19.

Full written guidelines for requesting a STEM Ambassador can be found [here](#).

If you need any help or support with your STEM Ambassador request, please get in touch with us on stem-ambassadors@stem.org.uk

