



Institute
and Faculty
of Actuaries

Shape the future

Your guide to
becoming a
Career Ambassador

www.actuaries.org.uk





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What is a Career Ambassador?

The role of a Career Ambassador is to promote the actuarial career and the Institute and Faculty of Actuaries (IFoA) by helping to advise those interested in the career path about the role of an actuary and give them informal and personal advice about their route in. The 'bank' of Career Ambassadors are at many different stages in their actuarial qualification, from new graduates to senior actuaries. They are also working for many different employers in various roles, which allows for a huge variety of insight into a dynamic and ever changing career and professional body. We currently have over 250 Career Ambassadors based all around the world.

Who can apply?

Any member of the IFoA who is currently employed. We are keen to secure support from Students, Associates and Fellows. As a Career Ambassador you should be employed and working towards your qualification. You need to be confident enough to be able to talk about your route into the profession and your current role. You should also be in a position to know a bit about the current exam system and how the profession works and what we do.

If you are a university student and are interested in volunteering for the IFoA then please contact Jenni Hughes (jenni.hughes@actuaries.org.uk) for details on how you can get involved.





How does this work?

We are working to build up a 'bank' of volunteers throughout the UK and internationally. These volunteers can be called upon to help us promote the actuarial profession and of those who work within it. If you agree to become a Career Ambassador we will endeavour to touch base with you at least twice a year to update you on recent careers activity.

If you would like to become a Career Ambassador your name will be placed in this 'bank' of volunteers alongside your location, practise area, education history and also what areas of the role you would like to get involved in.

Having this information allows us to refine searches on who we should approach for a specific task when they arise. It is important to note therefore that opportunities to support these events is often limited and is offered to Career Ambassadors in the required location as and when requests come in. Please also note that any request sent to you does not have to be met if it is not convenient to do so and it is acceptable to decline any invitation.

The following document outlines all the options available to you and also information on how you can pro-actively help us too. As well as placing your name in the 'bank' of volunteers whom we can call upon, we ask each of our Career Ambassadors to seek out their own opportunity to speak to a group of students and to ensure this information is sent to us by filling in the 'personal details' form at the back of this booklet.

In addition, we will hold from time to time a half day training session at Staple Inn to help our Career Ambassadors to share experiences and to develop presentation skills which will aid you when completing any of the tasks listed in this document. We will contact you with details when the training plans have been finalised.





What can you get involved in?

School and university

Fairs

This will involve attending the fair on behalf of the IFoA. Duties on the day will include

- Talking to students, advising them of different areas of the profession e.g. entry requirements, what your day to day working life involves etc
- Giving feedback on the day so that we are able to see if we are targeting the right areas and universities
- The timings of the fairs vary from a couple of hours to an all day event.

The fairs are usually organised by the individual school. Although we have a strategy in place with universities and schools where we target specific schools and actively attend their events. As a Career Ambassador, you may wish to volunteer yourself for presentations at a local school or university or where you used to attend.

Presentations

This will involve attending the event on behalf of the IFoA, duties at the event will include:

- Talking to students, advising them of different areas of the profession e.g. entry requirements, what your day to day working life involves etc
- Often giving a PowerPoint presentation on the life of an actuary, how to become one and your personal experience – each presentation should last around 15/20 minutes
- The timings of the school events vary from a couple of hours in the evening to 4/5 hours in the day.

To see a full list of university events the IFoA will attend in 2014/2015 please visit the Becoming an Actuary pages of the website:

www.actuaries.org.uk/becoming-actuary/pages/careers-events-0





Internal events

The Actuarial Careers Reception is run annually in London. It consists of an evening of presentations from key practise areas followed by a networking event (usually running from 15.30/16.00-20.00). This allows students to get a better feel for the work an actuary carries out and also feel that they are getting support from the profession.

At these events, our Career Ambassadors might be asked to speak or chair an event or to network with the students, using the opportunity to raise the profile of the IFoA and talk through your own experiences.

Profiles/case studies/articles

Feel you've got something to say about becoming an actuary that you wish you had known? Or perhaps an interesting route into the profession or role within your company? Then we would love to hear from you – as would our potential students.

To help highlight the many career routes and careers which are available to actuaries, we are seeking students and qualified actuaries to volunteer to work with us in order to prepare profiles which can be featured on our website, in promotional literature and in online career-focused advertising.

The profiles which we are keen to fill are:

Graduate profiles

These look at your route through school and university qualifications, and focus on where you are now and what you are doing in your current role - either how you got there, or a typical day or typical week. The more varied the better – i.e. did you do a non-mathematical degree? Are you working on an interesting project? Are you working in an interesting place or with interesting people? It also gives you the opportunity to look at what you might want to do in the future.





Senior actuaries

This is a profile looking at actuaries who are further through their career. They will have been qualified for at least five years, perhaps been through a few roles, or projects. The more varied the better. This is an opportunity to talk about non-standard routes, or career changes or practice area changes.

The idea of these profiles is to show potential members that we have an ever changing membership body with a huge mix of different people, cultures and skills. Although there are briefs for the profiles please use these as a guideline and be as creative as you like.

Internships

We are keen for someone who is an intern to give a profile of their experience in the work place. Questions that may be asked are, why did they chose the company, what they have learned during the internship, what they are currently doing, and any tips for students who might seek to obtain an internship in future. It is also an opportunity for your company to write an article promoting an internship and why it is so useful.

Case studies/articles

We are keen for our members to update potential students on issues affecting actuaries or issues affecting employability – such as the recession, changes in employer requirements, A-level schemes or changes within practise areas.

If you or one of your colleagues would like to write a profile or article based on any of the themes above then do get in touch. If you would like to write something that steps away from these themes but is still relevant to our target audience, again, please get in touch so we can discuss your ideas in more detail.

We are also keen for you or your colleagues to write articles to explain work that you may be involved in that will allow those considering an actuarial career the chance to find out more about a subject 'in-depth'. If there are any articles required, we will let you know what is required and the deadline as applicable.





Facebook

The IFoA is on Facebook – www.be-an-actuary.co.uk

Career Ambassadors are free to answer questions in posts from members of Facebook on our page. Please note that all responses that you post will come from you directly, not from the IFoA. If you do not have a profile on Facebook, then you will need to register and then 'like' our Facebook page. You will then be able to post comments, answer questions and post links. If you are unsure about what you are advising members on Facebook then please contact me first, so we can discuss. The Facebook page is monitored by the IFoA at all times.

Support from the IFoA

We will organise all material and set up of stands at the large university and internal events. At the school events for 2014/2015 and going forward we will be providing a pop up stand, which the volunteer would have to set up themselves (essentially just plugging some poles together).

Refreshments are usually provided by the institution that the volunteer will attend – certainly at all of the university and internal events.

Materials that can be provided are below:

- Current internal promotional material
- Posters
- Pop-up stands (small school/university events) or pull-up (large university events)
- Freebies
- PowerPoint Presentation
- Frequently Asked Questions.





Responding to requests

It is hugely valuable to us to have a 'bank' of volunteers who we can call upon to assist us with these opportunities. Most of the work that we do promoting the IFoA is done in the autumn/winter terms reaching into the start of the next year. It is important to note therefore that opportunities to support these events are often limited and is offered to Career Ambassadors who are based in the required location.

It is, on occasion, possible that we will receive a request for representation at very short notice, either from a school to attend an event, or due to another Career Ambassador having to pull out of an event at the last minute, due to illness or work commitments. On these occasions we will use the 'bank' of volunteers and contact all Career Ambassadors in the relevant region to see if anyone is able to help out at short notice.





Initiating opportunities to volunteer

In addition, we ask each of our Career Ambassadors to seek out their own opportunity to speak to a group of students, in order to broaden the scope of the work that we can do in the IFoA.

How can you do this?

- ▢ You could approach a school or university in your area and offer to come in and speak to a group who are looking at career options.
- ▢ You could attend a career fair
- ▢ Or you could host an event in your office for the sons and daughters of your colleagues or clients.

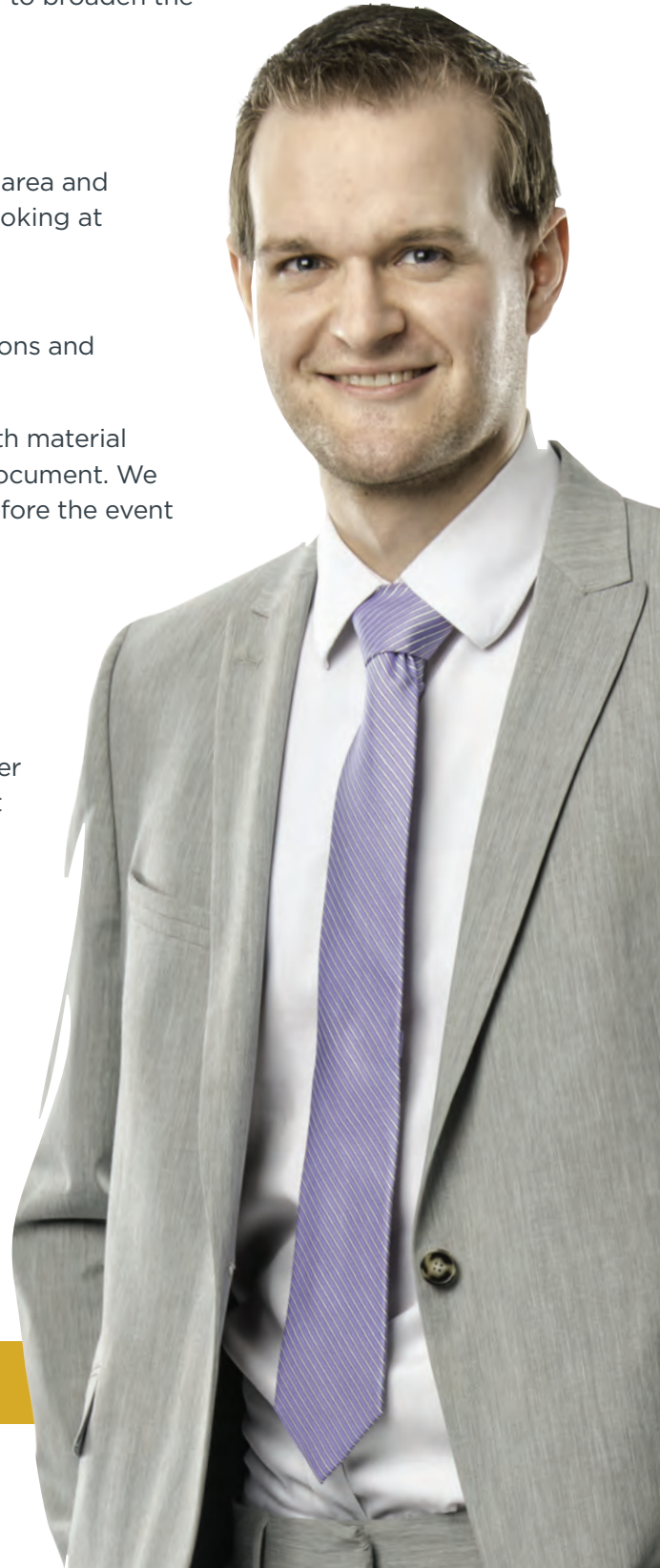
We would support you with this by providing you with material resources and also a 'Frequently Asked Questions' document. We will also be available to talk through any concerns before the event and act as 'middle man' if required.

What do we need from you?

We would like you to let us know the full details of the event when you have organised it so that we can keep an accurate and up to date database of all career activities and to follow up with you on how the event went and to ensure there is no duplication.

We would also ask you to let us know of any interesting questions which you may be asked so that we can add them to our FAQ.

The form that you need to fill in when you attend an event is at the back of this document.





CPD

In return for your valuable volunteering contribution you may claim CPD provided that the topic is relevant to your role and helps develop and broaden your skills.

Please remember all your CPD hours must be verifiable and must be relevant to your area of work. CPD is about learning, development and reflecting on that learning. The learning can be a mixture of skills which are technically and professionally relevant to your particular role. If you believe your volunteering activity meets the criteria you can record your CPD.

For more information, please consult the link below:

2014/2015 CPD Scheme.

Keeping in touch

If you have any questions about the various elements in this guide then please contact me using the contact details below.

Jenni Hughes

Tel: 020 7632 2137

Email: jenni.hughes@actuaries.org.uk

For all volunteering opportunities please see the following web link:

www.actuaries.org.uk/members/pages/volunteering-profession





Career Ambassador event information sheet

Personal details	
Name:	
ARN:	
Email address:	
Telephone number:	
Name of school/university:	
Contact at school/university:	
Company name: (if holding it in own offices)	
Address:	
Date:	
Time:	
Age group attending:	
Format of event:	<input type="checkbox"/> Presentation <input type="checkbox"/> Careers fair <input type="checkbox"/> Informal talk <input type="checkbox"/> Employer event

A survey will be sent to your email address after the event to allow you the opportunity to record any feedback from the event. Please complete this form and send it back to jenni.hughes@actuaries.org.uk