



Institute  
and Faculty  
of Actuaries

# Shape the future

Your guide to becoming  
a Career Ambassador



[www.actuaries.org.uk](http://www.actuaries.org.uk)





## Contents

What is a Career Ambassador?	3
Who can apply?	3
How does this work?	4
What can you get involved in?	5
Responding to requests	9
Initiating opportunities to volunteer	10
Keeping in touch	11

## What is a Career Ambassador?

A Career Ambassador is a volunteer for the Institute and Faculty of Actuaries (IFoA). Their role is to promote actuarial careers and the IFoA as the actuarial professional body of choice, in an informal and personal way, based on their own experiences.

Career Ambassadors are at many different stages of their career, from new graduates to senior actuaries. They work for many different employers around the world, in many different roles, allowing for a dynamic breadth of experience and insight into our professional body and ever changing industry. We currently have over 300 Career Ambassadors globally.

## Who can apply?

Any member of the IFoA who is currently employed can apply to volunteer for this role. We are keen to hear from Students, Associates, Fellows and Certified Actuarial Analysts (CAAs) who are employed and either working towards a qualification or a qualified member of the IFoA. You need to be confident enough to be able to talk about your route into the profession and your current role, the exam system, and what the IFoA does and how we work.

## How does this work?

We are always looking for more support to promote the actuarial profession around the world. If you become a Career Ambassador you will be contacted when enquiries/events arise to gauge your interest and availability. Usually the enquiries are sent to all Career Ambassadors however, occasionally, dependent on the enquiry or event, a select group of Career Ambassadors will be contacted.

Your name, location, practice area, education history and also what areas of the task description you would like to get involved in will be captured when you first enquire, in order to help us filter enquiries as required. It is important to note that these opportunities are often limited and will be offered to those best suited to answer enquiries or attend events. If it is not suitable for you, or you are unable to attend an event, you can of course decline any invitation.

This document will outline all the career activities undertaken by the profession and how you can help.



**You will be contacted when enquiries/events arise to gauge your interest and availability.**



**Your name, location, practice area, education history and also what areas of the task description you would like to get involved in will be captured.**

## What can you get involved in?

### School and university

#### Fairs

What will you have to do?

- Talk to students about your job and practice area
- Advise students about
  - the qualifications delivered by the IFoA and CAA Global
  - work experience and internship opportunities
  - apprenticeship opportunities.
- Give feedback to the Careers Team on the event 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 school or university rather than the IFoA, although we do have relationships with particular universities and their societies for which we organise events/talks on their behalf.

You may also wish to volunteer for presentations at a local school or university which you used to attend.

#### Presentations

What will you have to do?

- Give 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
- Attend a networking event or Q&A after the presentation

The timings of the events vary from a couple of hours in the evening to 4/5 hours in the day.

You may be delivering a presentation by yourself or with other volunteers depending on the size of the event.

To see a full list of university events the IFoA attends each year please visit the Becoming an Actuary pages of the IFoA website: [www.actuaries.org.uk/forthcoming-career-events](http://www.actuaries.org.uk/forthcoming-career-events)

## Internal events

The Actuarial Careers Reception is run annually in London. It consists of an evening of presentations from key practice areas followed by a networking event (usually running from 15.30/16.00-20.00).

This event is designed for students at school and university so that they can get a feel for the work actuaries do, what the different practice areas are, and the realities of working and studying.

The event is always very popular with over 100 students attending annually. This is an opportunity for you to give a presentation on your practice area, attend the networking session or deliver a presentation on actuarial recruitment. You can also enjoy the drinks and canapés which we provide.

## Profiles/case studies/articles

Do you feel that you have got something to say about becoming an actuary that you wish you had known when you were thinking about this industry? Or perhaps you took an interesting route into the profession or role within your company? Then we would love to hear from you – as would those considering this career path.

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 to prepare profiles which can be featured on our website, in promotional literature and in online career-focused advertising.

The profiles that we are keen to fill are:

### Graduates

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 unusual 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 on in their career. To qualify as a senior actuary, you will have been qualified for at least five years, and perhaps have been involved in a few roles or projects. This is an opportunity to talk about nonstandard routes, career changes or practice area changes.

These profiles show potential members that we have an ever changing membership body with a huge mix of different people, cultures and skills.

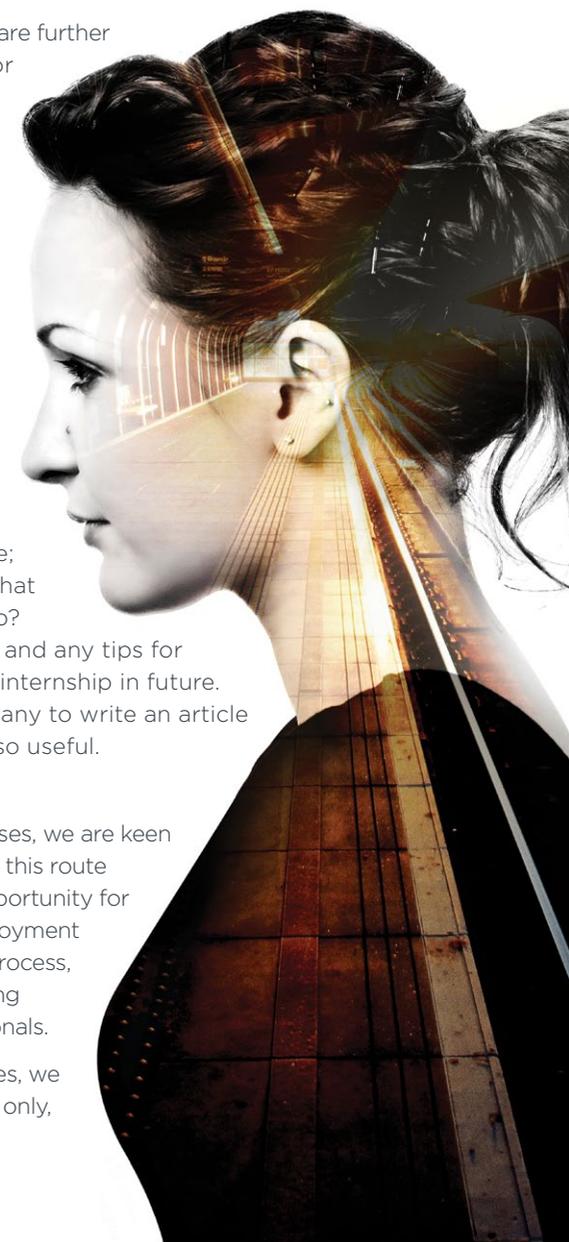
### Internships

We are keen for interns to provide profiles of their experience in the work place. Questions that may be asked are; why did they choose the company? What they have learned during the internship? What they are currently doing at work 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.

### Apprentices

As the number of apprenticeships increases, we are keen to hear from those who have decided on this route rather than going to university. It's an opportunity for those who are keen on getting into employment straight from school to understand the process, the scheme and the experience of working alongside graduates and senior professionals.

Although there are briefs for these profiles, we would like you to use these as guidelines only, please be as creative as you'd like.



## Case studies/articles

We are keen for our members to update potential students on issues affecting actuaries or employability – such as changes in employer requirements, apprenticeship schemes or changes within practice areas.

If you or one of your colleagues would like to write a profile or article based on any of these themes then do get in touch. If you would like to write something for us 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 will also provide you with the publication name, the deadline and any other information that will be relevant for you.

## Support from the IFoA

We will organise all material and set up of stands at the large university and internal events.

### Materials available:

- Current internal promotional material
- Posters
- Pull-up banners or pop-up exhibition stands
- Freebies
- PowerPoint presentation
- Frequently asked questions.

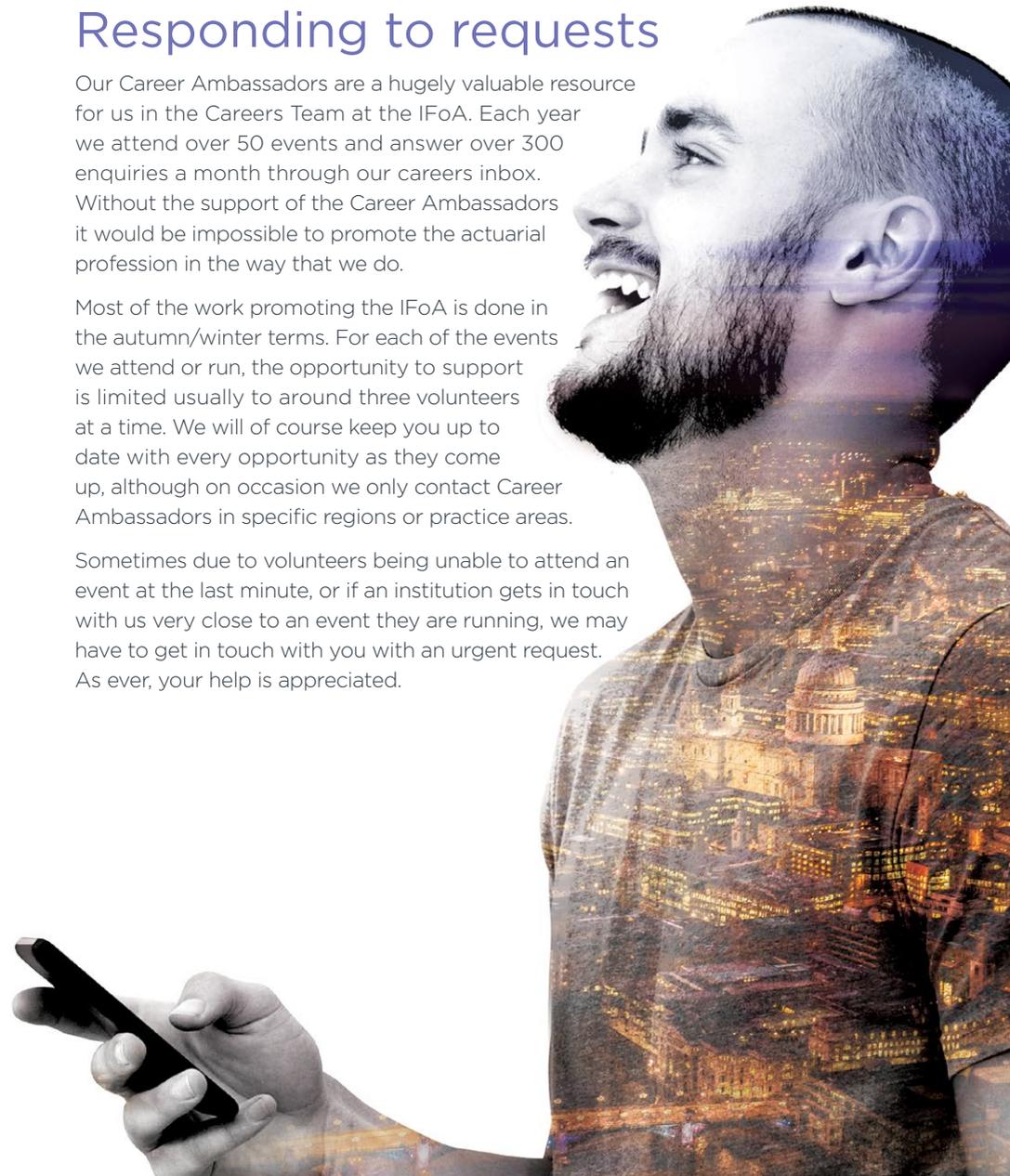


## Responding to requests

Our Career Ambassadors are a hugely valuable resource for us in the Careers Team at the IFoA. Each year we attend over 50 events and answer over 300 enquiries a month through our careers inbox. Without the support of the Career Ambassadors it would be impossible to promote the actuarial profession in the way that we do.

Most of the work promoting the IFoA is done in the autumn/winter terms. For each of the events we attend or run, the opportunity to support is limited usually to around three volunteers at a time. We will of course keep you up to date with every opportunity as they come up, although on occasion we only contact Career Ambassadors in specific regions or practice areas.

Sometimes due to volunteers being unable to attend an event at the last minute, or if an institution gets in touch with us very close to an event they are running, we may have to get in touch with you with an urgent request. As ever, your help is appreciated.



## Initiating opportunities to volunteer

In addition to the timetabled activity we run, 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 speak to their students
- You could attend a careers fair at a local university or school
- You could host an event in your office.

We would support you by providing material and any other resources and also a 'Frequently Asked Questions' document. We will also be available to talk through any queries you have before the event.

### What do we need from you?

We would like you to let us know the full details of the event when you have organised. This way we can keep an up to date record of all career activities and follow up with you on how the event went.

**If you are going to organise an event, then please contact the Careers Team at [careers@actuaries.org.uk](mailto:careers@actuaries.org.uk) with details of the event.**

## Keeping in touch

If you have any questions about the information in this guide then please contact us using the contact details below.

### The Careers Team

Tel: 020 7632 2137

Email: [careers@actuaries.org.uk](mailto:careers@actuaries.org.uk)

For all volunteering opportunities please see the following web link:

**[www.actuaries.org.uk/volunteer-vacancies](http://www.actuaries.org.uk/volunteer-vacancies)**





Institute  
and Faculty  
of Actuaries

### London

7th Floor · Holborn Gate · 326-330 High Holborn · London · WC1V 7PP

**Tel:** +44 (0) 20 7632 2100 · **Fax:** +44 (0) 20 7632 2111

### Edinburgh

Level 2 · Exchange Crescent · 7 Conference Square · Edinburgh · EH3 8RA

**Tel:** +44 (0) 131 240 1300 · **Fax:** +44 (0) 131 240 1313

### Oxford

1st Floor · Park Central · 40/41 Park End Street · Oxford · OX1 1JD

**Tel:** +44 (0) 1865 268 200 · **Fax:** +44 (0) 1865 268 211

### Beijing

6/F · Tower 2 · Prosper Centre · 5 Guanghai Road · Chaoyang District · Beijing China 100020

**Tel:** +86 8573 1522

### Hong Kong

1803 Tower One · Lippo Centre · 89 Queensway · Hong Kong

**Tel:** +11 852 2147 9418

### Singapore

163 Tras Street · #07-05 Lian Huat Building · Singapore 079024

**Tel:** +65 6717 2955

**Email:** [careers@actuaries.org.uk](mailto:careers@actuaries.org.uk)

[www.actuaries.org.uk](http://www.actuaries.org.uk)

