



<b>Job Title</b>	<b>Wellbeing Assistant (Residences)</b>	<b>Code</b>	<b>4AREL02A</b>
<b>Subject/Service Area</b>	<b>Student Life</b>		
<b>Reports to</b>	<b>Director of Student Life</b>		
<b>Accountable To</b>	<b>Deputy Vice-Chancellor and Provost</b>		

#### **PURPOSE OF JOB**

To provide initial pastoral care, signpost to specialist services and refer residential students to university academic support.

To organise social events and academic activities within the halls on a day-to-day basis, in support of the University's engagement strategy.

To contribute to the building of community in each of the halls of residence and on each of the campuses, based on the values and vision of the University.

To ensure that resident students have a clear understanding of the aspirations and requirements that the University has of its resident students.

To be a recognised point of contact for residential students.

#### **KEY TASKS / RESPONSIBILITIES**

To ensure that all resident students are welcomed to the campus and to act as a point of contact for those students.

To co-ordinate activities that ensure that students settle into halls as quickly and effectively as possible.

To manage a programme of events, including academic and social activities, in their halls throughout the academic year.

To work with and be part of the wider Student Life Team to ensure a common understanding and operation of support processes and opportunities for students.

To liaise and support the campus operative teams to provide timely and appropriate support for individual students where a need is identified.

To take responsibility for the establishment of and continued activity of Hall committees.

To undertake any other duties commensurate with this post and as requested by the Director of Student Life.

To work with the Director of Student Life, the Residential Life Coordinator and other Student Life Colleagues to develop and implement an effective approach to all aspects of student residential life. This will include attending regular meetings and assisting in the organisation of a social calendar of events across all the halls.

To act as a Fire Marshall and ensure that students respond to fire drills accordingly.

To be proficient in using IT systems including social media to effectively support the requirements of the role.