



Job Title	Wellbeing Assistant (Residences)	Code	4AREL02D
Subject/Service Area	Student Life		
Reports to	Director of Student Life		
Accountable To	Deputy Vice-Chancellor and Provost		

PURPOSE OF JOB

To provide initial pastoral care and to refer residential students to specialist pastoral support teams in Student Life and

To organise social events and wellbeing 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 halls events, including wellbeing and social activities throughout the academic year.

To work with and be part of the wider Student Life Team to ensure students are given appropriate support in a timely, sensitive and structured manner.

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

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

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.