Bangor University

Halls of Residences

**Residential Life Team**

The University Halls of Residence is seeking to appoint a team of Student Volunteers to join the Residential Life Team.

The Residential Life Team are responsible for fostering a close residential community and supporting the welfare of all students living in University accommodation. Team members may be undergraduate or postgraduate students and will receive rent free accommodation in a single study bedroom in order to allow them to undertake their duties. They are expected to work on average 40 hours a month between September and June.

Cover will also be required over the summer vacation and there will be an opportunity during the year for team members to apply for these posts.

Postgraduate students may remain in Halls over the summer period by further arrangement.

The attendance at specified training programmes is a compulsory requirement of the appointment.

There are two roles within the Residential Life Team

**Campus Life Coordinators** - Campus Life is a social and inclusive community for all residents of University Halls, it’s a calendar of events held over the course of the year and is designed to foster a close residential community.

Over the past few years our activities have included bake-offs, film nights, karaoke, murder mystery nights, kayaking, and our famous hot chocolate mornings and Sunday roasts. We run a host of events but the team are always open to any new ideas or suggestions to ensure its success.

**Residential Mentors –** together with a team of Senior Wardens and Security they are responsible for the provision of pastoral care for student living in our Halls, they are the front-line support to students providing emergency call-out cover on a rota basis covering evening/nights, weekends and University Holidays.

In addition they visit the residences regularly working to maintain a pleasant living environment and help resolve any issues that may jeopardise that.

Many skills required for these roles are transferrable and we often see the same qualities in both sets of candidates – we will consider your application for both roles unless you have specified on your application form your preference.

**PERSON SPECIFICATION – Res Life Team**

* Enthusiastic, Sociable and outgoing individual
* Ability to relate to students with different cultural and social backgrounds
* The ability to communicate effectively, both orally and in writing
* High level of organisation and time management skills
* Good interpersonal skills with the ability to develop effective relationships with colleagues at all levels of the University

**JOB DESCRIPTION - Campus Life Coordinators** Main duties:

* To assist the Head of Residential Life, Residential Life Coordinator and the mentor Team in developing a cyclical, vibrant and inclusive campus life experience for students.
* Monitor and update the Campus Life social media platforms, halls notice boards and University notice boards.
* Contribute to the marketing and engagement plan for Campus Life.
* Assist in developing activities for enhancement of Campus Life including themes such as Sustainability, Culture, Community and Life Skills.
* To be an advocate of our status as a Green University and support the environmental campaigns we run throughout the year.
* To recruit student representatives in each hall or block.
* To advise all students new to the University about the villages, the University and community facilities. To assist in fostering a healthy, friendly community spirit, promote and participate in the activities of Campus Life.
* To provide, advice and support as may be required, but within the scope of the role of a Campus Life coordinator.
* To report all incidents, accidents, near misses in line with the Halls of Residence Health and Safety Policy.
* To attend weekly team meetings.
* To attend training events as designed for Campus Life Coordinators.
* To respond to any reasonable requests from the Residential Life Team.
* To assist the Halls Office in promoting Residential Life Team during University Open Days.

**JOB DESCRIPTION - Residential Mentor** Main duties:

* To assist Halls Office Staff, Assistant Head Wardens and Senior Wardens at the start of the academic year with the welcome and induction of new students on site.
* To advise all students new to the University about the site, the University and community facilities. To assist in fostering a healthy, friendly community spirit, promote and participate in the activities of our Campus Life scheme.
* To provide pastoral care to students on site, providing information, advice and support as may be required, but within the scope of the role of Residential Mentor.
* To inform students of other University Support Services, and refer students to services when appropriate.
* To help to mediate in student disputes about noise, unacceptable behaviour etc. thus ensuring good order and behaviour is maintained within Halls of Residence.
* To respond to on-site emergencies and, where difficult cases are encountered, to call in support from University Security personnel and Senior Wardens as necessary.
* To report all incidents, accidents, near misses and maintenance faults, providing written reports of all incidents to the Assistant Head Warden and Senior Warden.
* To take an active part in fire drills, crime prevention and health and safety awareness.
* To attend training events designed for Residential Mentors, attend weekly meetings with your Senior Warden and any other meeting as appropriate.
* To undertake a weekly visit to each of your corridors/kitchens.
* To respond to any requests from the Residential Life Team.
* To assist the Halls Office in promoting Residential Mentor Services during University Open Days.

To apply please complete the application form, outlining your experience to [reslifeteam@bangor.ac.uk](mailto:reslifeteam@bangor.ac.uk)

For more information about the posts please contact [reslifeteam@bangor.ac.uk](mailto:reslifeteam@bangor.ac.uk)

Closing date for applications: 31st January, 2020.

***Committed To Equal Opportunities***