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| Post/Job Title: | Resident Assistant |
| Postholder: | |
| Ref: | |
| Location: | Any BU Accommodation |
| School/Professional Service: | Student Services |
| Group/Section: | Residential Services |
| Duration if temporary: | Sept 2022 – June 2023 |
| Normal hours per week: | PTHP |
| Responsible to: | ResLifeBU Officer |

Job Purpose

This role will help provide a lively, friendly and supportive community in the student halls through running activities and events within the University calendar year. Thus resulting in an enriched student experience; further reach to diverse student groups; encourage involvement and participation and motivate students meeting new people. Creating a friendly and positive atmosphere, the role will help reduce the quantity of student welfare issues and benefit those in social minorities, all the while ensuring the entirety of the program influences all students in their first year at Bournemouth University. Post holders will be expected to be able to provide all of the duties outlined below for the duration as noted above. The exact working hours for this role will be agreed with the line manager but will include weekends, evenings and bank holidays.

Main Responsibilities

- Contribute to the implementation of an activity/events programme for students living in BU accommodation, in conjunction with SUBU, SportBU and other relevant stakeholders (e.g. the local site teams) increasing participation, scale and quantity of activities/events being run.
- With an interest in social media, contribute to the creation and publishing of content and the on-going maintenance of the individual halls/community Facebook groups.
- Promote & market all activities/events being run through various advertisement campaigns e.g. leafleting, maintaining notice boards & word of mouth, ensuring enhanced awareness of the Res Life program.
- Encourage students living in the community to develop good relations with their neighbours through networking and socialising with all students forming improved bonds and connections.
- Attend and participate in diarised weekly meetings to engage in regular discussions with your dedicated Res Life Coordinator and other Residential Assistants to ensure consistency of practice and knowledge exchange.
- Complete all necessary paperwork related to the programme as defined and required by the Res Life Officer and/or Coordinator.
- Attend and participate in the training days in early September which will include a session with partner providers to understand the building and health and safety requirements.

- Assist with the arrival of new residents on arrivals weekend alongside the BU accommodation providers helping with a variety of tasks from 'meet & greet' to helping run a Res Life stand and sign people up to social media.
- Carry out introduction/welcome meetings at allocated accommodation blocks/houses, giving students an opportunity to meet them and understand the role of Resident Assistant and Res Life program.
- Ensure that all accidents/incidents are reported and appropriate records are maintained.
- Contact welfare co-ordinators and accommodation provider staff members based within the halls regarding any student welfare concerns.
- To role model and encourage expected standards of behaviour within the accommodation and raise any potential disciplinary matters with the halls management team where necessary.

Contacts

Internal:

Residential services Operations Manager and his deputies, Res Life Officers, Halls Operations Officer, Sport BU, SUBU, Housing Officers, Residential Services Staff, Grow@BU, AskBU and other student services staff.

External:

PBU Partner Providers, Parents, Private Landlords, Neighbours, Safer Neighbourhood Team, SUBU elected staff, SUBU, Health and Welfare Agencies

Challenges

- Challenging and, where relevant and agreed with interested parties, finding approaches and new initiatives to respond to negative patterns of student behaviour, e.g. use of drugs and alcohol.

- Considering the specific and varied needs and requirements of non-UK based students
- Forming positive and open relationships with a wide variety of different stakeholders and agencies to promote and demonstrate genuine partnership working approaches.
- Understanding the issues, especially those related to communal living that impact students.
- Organising an appropriate range of social activities in conjunction with SUBU and other relevant stakeholders within the accommodation to which the Resident Assistant is appointed, and to contribute to the social organisation of larger scale, multi-site events.



Person Specification

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| Post / Job Title: Resident Assistant | Post No: |
| School / Support Service: Student Services | Date: |
| SELECTION CRITERIA | Essential / Desirable |
| Knowledge (including experience & qualifications) | |
| Understanding of issues, especially those related to communal living, which can impact upon students. | E |
| Events planning and implementation | D |
| Knowledge of health and safety requirements including risk assessments when arranging or managing events, social or educational activities. | D |
| Experience of living in University managed accommodation. | |
| Knowledge of legislation surrounding data protection and confidentiality. | D |
| Experience of working in a pastoral or similar role with students/young people. | D |
| Experience in/with student clubs/societies. | D |
| Skills | |
| Excellent communication and interpersonal skills, including the ability to persuade, motivate and organise others. | E |
| Leadership and/or mentoring | D |
| Attributes | |
| A full time undergraduate/postgraduate student at Bournemouth University. | E |

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| Mature outlook, reliable and flexible | E |
| Must be willing to work weekends, evenings and bank holidays as required. | E |
| Ability to role model defined and expected standards of behaviour | E |
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Additional Information

- The Resident Assistant is required to live in a designated flat/house with other Resident Assistants for the effective performance of the role. If a Resident Assistant can no longer provide the duties described in this document then they will be required to move out of the designated accommodation. If the person is covered by the BU accommodation guarantee then BU will provide them with alternative accommodation. If the person is not covered by the BU guarantee then BU will assist them to source alternative accommodation, which might not be within the BU portfolio.
- The accommodation provided is single accommodation provided for the sole use of the Resident Assistant and must not be sub-let. .
- **NB If you are currently studying on a visa, students with a work permit are only allowed to work a maximum of 15 hours per week.**