



**UNIVERSITY  
OF LONDON**

# Resident Advisor

Recruitment  
Pack  
2022/23

September  
2022 entry

[campuslife.london.ac.uk](https://campuslife.london.ac.uk)

Residential  
Life

# Recruitment process



## **Online application opens**

Send your application to [residential.life@london.ac.uk](mailto:residential.life@london.ac.uk) by  
**Thursday 15th September 2022, 23:59.**



## **Interviews**

Interviews will be held online shortly after the application deadline.



## **Offer(s) made**

Any candidate who receives an offer for one or more halls will be required to accept/decline offer(s) within 72 hours.

# Eligibility

To be eligible for a Resident Advisor position, you must:

- i. be enrolled on a full-time course of study or programme of study or research within the federal University of London (see [this page](#) for details of which Colleges and Institutes are included) leading to the award of a bachelors, masters, or doctoral degree, or a PGCE; and
- ii. by the start date of the post, have completed at least two years' study at bachelor's degree level or above at any recognised university; and
- iii. be entitled to work at least 20 hours per week in the United Kingdom (you should check your visa and confirm with the UK Border Agency what work restrictions apply to you; and
- iv. successfully undergo a UK Disclosure and Barring Service (DBS) check (a list of required documents can be found online [www.gov.uk/dbs-check-applicant-criminal-record](http://www.gov.uk/dbs-check-applicant-criminal-record)) or successfully undergo a Police Check from their local country;

In addition:

- Resident Advisors can be appointed for a maximum of two years and must re-apply for a second year as part of the normal recruitment cycle;
- Applicants, including current/former residents, Resident Advisors who have received a disciplinary warning/fine/expulsion notice for minor or major misconduct within the past 5 years will not be eligible to apply for this role; and
- Under very exceptional circumstances owing to operational needs, a Warden may make the case to the Residential Life Manager for a Resident Advisor to be appointed for a third and final year. This recruitment process is separate and subsequent to the main recruitment cycle.

**This is a compulsory live-in appointment.**

# Dimensions of the role

The primary mission of all RAs is to assist and support our residents. The exact duties may vary according to the requirements of individual accommodation sites. Some examples are set out below. Please remember this is a slim version of our application pack.

- ✓ Carry out welfare checks on students who have been reported as students of concern. Provide peer-to-peer guidance to students and signpost them to professional services. For example students struggling with mental health and wellbeing signpost to wellbeing services, counseling services, GP etc.
- ✓ Organise, independently and as part of a team of other RAs, a programme of active, passive virtual and in person events for residents in your accommodation which meet the requirements of the programming framework established by Residential Life plan.
- ✓ Undertake duty on a rotating basis with other members of their team. The frequency of duty varies according to local arrangements.
- ✓ Maintain regular contact with residents by being present and visible in your accommodation e.g. during office hours, one-to-one chats, rounds of the buildings and by hosting and attending events and activities being organised.
- ✓ Be mindful of the health and safety of residents, follow and promote appropriate safety guidelines (e.g. fire safety, Covid guidance, Hall rules and regulations, security measures).
- ✓ When on Duty (or being the first respondent in a crisis) be the first point of contact for residents requiring pastoral and emergency wellbeing support. Escalate situations to the Hall Wardens and emergency services where necessary.
- ✓ Role model and maintain a good standard of behaviour in the accommodation and the university complying with all guidelines.
- ✓ Attend team meetings and 1:1 with their Warden.
- ✓ Respond to fire alarms in the halls and support security with evacuation of the building.
- ✓ Gather and create peer-to-peer marketing content such as photos and videos and promote Reslife events.
- ✓ The above duties are not exhaustive or exclusive. The role holder will be required to undertake other such duties as may be reasonably expected to support the wider Residential Services Department.

## Training Dates

The University provides all Resident Advisors with a mandatory and comprehensive training programme before they commence their roles. All appointed Resident Advisors are expected to complete the mandatory training programme and failure to do so will result in the voluntary agreement being terminated.

# Person specification

	ROLE REQUIREMENTS	
<b>EXPERIENCE</b>	Previous experience of a role involving pastoral care, or an advisory or supportive role	Desirable
	Previous experience of organising and/or assisting with events and projects	Desirable
	Experience living in a halls of residence	Desirable
	Involvement in student-based groups, clubs and/or societies	Desirable
<b>SKILLS, APTITUDES &amp; TECHNICAL KNOWLEDGE</b>	Good organisational aptitude; including the ability to plan, manage and prioritise duties ensuring deadlines are met	Essential
	The ability to identify with others, combined with the capacity to recognise the emotions that they are experiencing, in order to help support the individual appropriately	Essential
	Excellent interpersonal and communication skills: <ul style="list-style-type: none"> <li>The ability to express complex information with clarity both in person and in writing</li> <li>The ability to deal easily and confidently with people at all levels and from various background</li> </ul>	Essential
	A demonstrable awareness of health issues, both mental and physical, affecting the student population	Essential
	Problem Solving & Decision Making - Respond to changing circumstances, use initiative and draw on training or previous experience.	Essential
	Experience of working as part of a team, showing ability to seek advice from others when needed	Essential
	Disability and cultural awareness training	Desirable
	First aid training	Desirable
	Fire training	Desirable
<b>PERSONAL QUALITIES</b>	Enthusiasm for pastoral care and wellbeing support	Essential
	Ability to show initiative and take responsibility	Essential
	Flexible and able to provide proactive responses during periods of pressure	Essential
	Personable, supportive disposition	Essential
	Maintain a professional manner and conduct at all times	Essential
	Communication skills, including sensitivity and the ability to provide clear explanations	Essential
	Able to work equally well, alone or as part of a team - showing ability to seek advice from others when needed	Essential
	A strong customer orientated focus, committed to the delivery of a quality service	Essential
	Respond calmly to crises, contact appropriate support and de-escalate situations within the boundaries of their role and incident reports in a timely manner	Essential

**To complete your application please email the required documents (1-3) to residential.life@london.ac.uk by Thursday 15th September, 23:59:**

1. statement (cover letter) in support of your application.
2. post-related questions in support of your application.
3. the latest version of your CV . In your CV please also include the details (Name, Job Title, Organisation, Address, Telephone Number,email) of a minimum of two referees, one of whom must be your present or most recent employer.

## **1. Statement in Support of Your Application(cover letter).**

- Please explain, by using examples, how you meet each of the criteria in the Person Specification.
- You should refer to relevant skills, experience, and achievements you have gained from paid work, unpaid / voluntary work, work at home, through your studies or through leisure activities.
- Please use to a maximum 2000 words for your statement of support.

## **2. Post-related questions in Support of Your Application.**

### **Question 1**

Please indicate up to two preferences for which Intercollegiate Hall of Residence you would like to be assigned to . Applications are made for the Intercollegiate Halls as a whole and a preference does not guarantee being shortlisted or appointed at that hall.

### **Question 2 : Administrative Questions**

**Please confirm your 2022/23 degree details:**

- a. Degree award and title
- b. Year of study in 2022/2023
- c. Undergraduate/Postgraduate
- d. University you will be studying at in 2022/2023
- e. Will you be a registered full-time student in 2022/2023?
- f. In total, how many years will you have completed in higher education (in the UK or elsewhere) by the start of this Resident Adviser post on 1st September 2022?
- g. Do you require a student visa to study in the UK ?

### **Question 3 (Max 250 words)**

Please indicate what attracted you to this post. Do you have any concerns about the post?

#### **Question 4 (Max 250 words)**

As a prospective RA, how would you support a diverse student body and work towards establishing inclusivity in Halls.

#### **Question 5: (Max 350 words)**

Assume you are coordinating the organisation of an event/initiative in your Hall; the budget allocated is £200. In order to organise the event you can access i) external service providers (for example an external venue provider, catering company, etc.), ii) two (2) Resident Advisors and iii) two (2) resident volunteers to help you. Please share with us the event proposal that you would submit to your line manager (Warden), including a detailed description of the event, a clear timeline of all the tasks in the organisation, the allocation of the budget, and your plan for communicating the details to all parties involved including advertising the event to residents. Include any challenges that you can foresee in the organisation and how you are planning to address them.

### **Before submitting your application please ensure that you have:**

- read and understood the role description.
- referred to the role description and how your previous experience meets the criteria we are seeking.
- not exceeded the word limit in each question. Exceeding the word limit may result in your application not being considered.
- included your name and surname in all documents.

**You can send your application documents as a PDF or Microsoft Word document. However, if you wish to use an alternative format for your application, please contact [residential.life@london.ac.uk](mailto:residential.life@london.ac.uk) before submitting your application.**

### **For further information please visit:**

- our campus life portal [here](#)
- email [residential.life@london.ac.uk](mailto:residential.life@london.ac.uk)

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