

[ABOUT LOUGHBOROUGH UNIVERSITY](#)

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VOLUNTARY SUBWARDEN

REQ15371

MAY 2015

JOB DESCRIPTION

Job Grade: Voluntary role

Job Purpose:

Subwardens assist the Warden in the day to day running of the Hall. This may involve pastoral, disciplinary and administrative duties as well as being involved in social aspects of Hall life. The successful applicant will be part of a team which provides out-of-hours emergency cover and which helps to ensure the smooth running of the Hall.

RESPONSIBILITIES:

To support the Warden in providing an efficient and professional service which contributes to the smooth and effective operation of the Hall.

To assist the Warden in ensuring that the Hall is run in such a way that it provides a pleasant, supportive and stimulating environment for its resident students.

To provide pastoral care as and when needed to all students in Hall. The Subwarden aims to be mindful of the students' needs, to be a friend, to be a listener, and to give pastoral care at all times.

To offer support and guidance and to be responsible for the health, safety and discipline of students in Hall.

To inform the Warden of all relevant matters occurring within the Hall buildings or community.

To provide a feedback link between the student body and the Warden.

The Subwarden aims to consider the greater needs of the Hall as a whole when enforcing regulations on an individual, e.g. when policing late night noise.

To encourage students to foster good relationships within Hall and also with students of other Halls.

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DUTIES:

Apart from helping the Warden in the day to day running of the Hall, the Warden will delegate duties, functions and responsibilities to each Subwarden accordingly. These vary between Halls and Wardens but some specific duties and responsibilities are generally agreed to be:

To maintain regular contact with the Warden, the other voluntary Subwarden's, Supervisors (within accommodation and catering teams if applicable) and students.

To keep a record of all important day to day events and report these to the Warden's Team and others as necessary.

To assist the Warden in keeping noise levels in Hall at a reasonable level.

To organise Theme Evening Meals/High Tables in conjunction with the Warden and invite students and Senior Members to attend.

To support the main social functions of the Hall which are held during term time e.g. The Christmas Ball, The Summer Ball, Talent Night, Finalists' Dinner, and Summer Barbeques etc.

To deal efficiently with fire alarm activations in accordance with University procedures.

To support the process of the distribution, collection and in some instances the replacement of keys.

To collect and return contingency money at the beginning and end of the academic year.

To contact the Hall Warden if in doubt over any matter.

To publish a Duty Rota at regular intervals and distribute around Hall and necessary support services.

To keep a regular presence in Hall, when off-duty.

Subwardens may go away during term time for limited periods if they are not on duty, but only after written permission has been obtained from the Warden.

SPECIAL CONDITIONS:

Although Voluntary Subwardens are not employees of the University, non-EEA Post-Graduate Students should never the less keep a weekly log of hours of Subwarden activity, ensuring that they do not exceed 20 hours per week set by the immigration authorities. This total includes any other posts held, at the University or elsewhere, for which pay or benefits are received. Office Holders must inform the Warden if they are approaching their limit for the week.

PERSON SPECIFICATION

The following criteria will be used during the recruitment process and it is expected that the successful candidate will demonstrate the following experience and skills:

Essential:

- Experience of University Hall life
- Excellent one to one communication and administrative skills
- Good listening skills and sensitivity in giving emotional support
- Good team player
- A helpful manner and ability to communicate with people in a variety of situations and from different backgrounds
- Respect for confidentiality at all times
- Ability to work alone, use initiative and be mindful of health and safety at all times
- To be able to liaise effectively with other support services, students and parents
- To be available throughout the academic year
- Studied to First Degree level
- Demonstrate a commitment to Hall activities and willingness to participate in Hall activities.
- Be available to attend Subwarden training sessions in September.

Desirable:

- Loughborough Hall life experience
- Excellent time management skills
- Ability to cope with change
- To be able to cope with emergency situations
- Ability to display empathy and warmth
- Leadership qualities
- Higher qualifications
- First Aid Course
- Fire Marshal experience
- Actively participate and/or support in Hall IMS and RAG/Action activities

It is very important to find out what you are committing yourself to and to understand what is involved. All applicants are required to find out more about the Hall community as it forms an integral part of the selection process. The successful applicant must be available to attend Subwarden training sessions in September.

APPLICATION PROCESS:

It is highly recommended that prospective candidates make contact with the Warden and the current Subwardens to find out about Hall life and the likely duties, during the application process. Please refer to the advertisement for this information.

Application

The closing date for receipt of applications is **5 June 2015**.