

## Hall Warden

Job Ref: [REQ240644](#)

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### Job Description

**Job Grade:** MA6

#### Job Purpose

As a crucial part of the Student Life team in Student Services, the Hall Warden is responsible for the wellbeing of the students in the hall and for building and fostering an inclusive community spirit within the hall. They are responsible for steering, supporting, and working with the Hall Committee to develop a positive and inclusive hall environment.

Student Life is pivotal to the Loughborough University student experience and hall wardens are fundamental to the creative development, support, and progression of our thriving residential communities. This role presents an exciting opportunity to join the developing Student Life team as we build a sector leading experience.

***Varied evening and weekend working is required to deliver this role. This is a residential role with suitable accommodation provided to allow the Warden to be a central part of a hall community. The role is focused on undergraduate term times with greater flexibility during academic vacations.\*\****

The successful candidate will join a warden team of 16 residential Wardens and you will manage a sub-warden team of four within Falkner Egginton Hall. Alongside this working closely with the Hall Chair to shape the direction of a Hall Committee consisting of 21 elected students.

#### Job Duties

1. To play a significant role in the wellbeing and care of students in Hall in partnership with other staff in Student Services, including responding to complex or emerging issues and referring these on appropriately, with an emphasis on early intervention to minimise crises.
2. To monitor and oversee the Hall Community Fund (HCF) which is available for Hall Committee to facilitate peer community activity for hall members and affiliates. To approve all HCF spending and where appropriate in urgent situations complete purchases on behalf of your committee with an assigned University Purchasing Card.
3. To play a key role in the Welcome Week period, including your hall move in day and creatively developing an inclusive community experience for all students.
4. To work with the Hall Committee in ensuring the creation of an inclusive and supportive hall environment for a diverse student community.
5. To manage the performance of Sub-wardens in the Hall and also be responsible for recruitment and induction of those sub-wardens.
6. Support your Sub-warden team by responding in a timely way for significant high need events within your hall of residence. This will very occasionally require leaving your property during the night.

7. To encourage student's resident in Hall to participate in Hall life through social and other events which develop the community spirit of the Hall.
8. To promote effective student representation in Hall, including the good functioning of the Hall Committee.
9. To play a part in the dissemination of information relating to the availability of accommodation for returning students and to allocate rooms to those students.
10. With support of the Student Life team, to ensure that the Hall runs efficiently and effectively on a day-to-day basis in conjunction with Estates and Facilities Management for University owned halls and, in the case of halls owned by third parties, with their representatives including but not exclusively signing off risk assessments for hall events, PEEPs, and hall inductions.
11. To develop efficient and effective working relationships with colleagues working in relevant sections and departments within the University.
12. To work closely with the rest of the Student Life team and the wider Student Services department to ensure that residential life mirrors the needs of students, this includes working proactively with the hall community to promote wellbeing and good mental health.
13. Implement a continuous improvement programme for the hall and contribute to the development of best practice within the Service.
14. To provide feedback to the wider Student Life team on emerging issues relating to students.
15. To engage in supervisory and line management processes and participate in any training identified as suitable to the post.
16. To maintain good order within the Hall and, where necessary, to exercise disciplinary powers in accordance with authority delegated by Council under the provisions of Ordinance XVII.
17. To adhere to protocol with regard to departmental policies and procedures.

### **Points to Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Warden role will be reviewed if substantive role changes during tenure as Warden. The Warden role will cease if 'substantive role' is no longer substantive or if University role ends.\*

### **Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

### **Organisational Responsibility**

Reports to the Head of Student Life

Responsible for Hall Sub-wardens and with a leading support role for Hall Committees.

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience	Experience of supporting and relating to students or other young people in an educational, guidance or social capacity.	1, 2 3
	Good understanding of the University's systems and services.	1&3
	Substantial experience in a Higher Education setting either in academia or the professional services at MA6 or above.	1&3
	Experience of enhancing community	1,2 & 3
Skills and abilities	Excellent interpersonal skills.	2&3
	The ability to set and maintain appropriate professional boundaries.	3
	Excellent organisational skills.	1&3
	Excellent teamwork skills.	2&3
	Excellent public speaking/ presentational skills.	3
	Ability to signpost students to appropriate professional support where needed.	3
	The ability to set and maintain appropriate standards of behaviour, including through the use of discipline when required.	3
	The ability to make sound decisions and act autonomously where required, including in situations of intense pressure or urgency.	3
	An understanding of issues of inclusion in a hall setting in Higher Education.	3
	Qualifications	Educated to degree standard or equivalent.
Other	Must be a substantively employed member of University staff at MA6 or above in an open ended contract.*	1
	Must be prepared to live in Loughborough University accommodation.**	1

### Desirable Criteria

Area	Criteria	Stage
Experience	Experience of providing support to students in emotional distress, including those with mental health difficulties.	1&3
	Professional or community budget management experience	1&3
	Experience of risk assessment production and/or analysis	1&3
	Experience of enhancing community inclusivity in a higher education setting	1&3
Qualifications	A mental-health related qualification.	1

## Conditions of Service

The position is 0.25 FTE and OPEN-ENDED. Salary will be on Grade MA6 (£33,966 - £44,263) at a starting salary to be confirmed on offer of appointment. The appointment will be subject to the University's Terms and Conditions of Employment for STAFF GRADES 6 AND ABOVE, details of which can be found [here](#).

Wardens are required to obtain a Disclosure and Barring Service (DBS) check. The University will facilitate this.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

\*\*Substantively employed' meaning the income received from your main role at Loughborough University is greater than this additional warden role.

\*\*This accommodation will be suitable for the majority of family circumstances and can be viewed before app.

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>).

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>.