STUDENT SERVICES

ROLE OUTLINE FOR A VOLUNTARY SUBWARDEN

PURPOSE: Subwardens assist the Warden in the day to day running of the hall. This may involve assisting with pastoral, disciplinary and administrative duties as well as being proactively 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 facilitates 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 Sub-Warden aims to be mindful of the student needs, to be a friend, to be a listener, and to give pastoral care at all times.

To offer support and guidance and when necessary being 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. Provide a feedback link between the student body and the Warden.

The Sub-Warden 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 the wider Halls community.

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 Sub-Warden accordingly. These vary between Halls and Wardens but some specific duties and responsibilities are generally agreed to be:

- Ensuring the Warden is aware of all relevant matters occurring within the Hall buildings and/or community and provide a feedback link between the student body and the Warden.
- To keep a record of all-important day to day events and report these to the Warden's Team and others as necessary.
- Maintaining a visible presence in the hall and maintaining regular contact with the Warden, other volunteer Subwardens, Campus Living Staff (e.g. Hall Manager), Student Life and students. This will include attending relevant meetings as required.
- Supporting the Committee and Warden team in organising and attending the main social functions of the hall which are held within term time e.g. hall balls, hall days, high tables etc.

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- Attending incidents and providing wellbeing/pastoral care and associated referrals/points of escalation where required.
- Responding to incidents whilst on duty (inc. anti-social behaviour, wellbeing concerns, health-related incidents etc.).
- Managing noise disturbances.
- Dealing efficiently with fire alarm activations in accordance to University procedures.
- Supporting with the disciplinary process as required
- Supporting the process of the distribution, collection and in certain instances the replacement of keys (including instances of loss of keys).
- Maintaining a regular presence in Hall, when off-duty. This may include providing support to the Warden and duty Subwardens in emergencies.
- Attending training as required for the role.
- Being part of the hall team preparing for and welcoming students into hall on arrivals day and during Welcome week
- Undertake any other duties commensurate with the role of voluntary Subwarden as directed by the Hall Warden, Head of Student Life or Student Life Team.

SPECIAL CONDITIONS:

The Sub-Warden should contact the Hall Warden for advice and direction if they are in doubt over any matter.

Sub-Wardens may go away during term time for limited periods if they are not on duty, but only after written permission has been obtained in advance from the Warden. Requests for leave will be assessed on a case-by-case basis by the Warden. During peak periods, leave may not be possible except in exceptional circumstances.

All Sub-Wardens will be required to maintain an accurate record of all of their time spent on hall activity. Further guidance is available from the Hall Warden.

CRITERIA:

The following criteria will be used during the recruitment process and 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

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- To be able to liaise effectively with other support services, students and parents
- To be available throughout the academic year
- Study 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:

- Ideally a substantiate amount of time remaining on postgraduate research studies
- 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

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