

# RESLIFE TEAM 2023/24 – ROLE DESCRIPTOR

## RESLIFE ASSISTANT (COMMUNITY)

### About RGU ResLife

RGU ResLife sits within the Student Life Department of the University. Our job is to ensure that students have the best experience while staying in student accommodation, as well as their living experience throughout their journey at RGU. Primarily, our teams work in RGU owned accommodation, as well as both Unite Student properties in the city. Our team's main role is to help build a community for students in halls. They do this by providing support to students, proactive and reactive out of hours support, a comprehensive social calendar, as well as access to University professional support services.

### ResLife Assistant (Community) – Volunteer Role in Unite Students Properties

<b>Responsible to:</b>	ResLife Advisor & ResLife Co-ordinator
<b>Purpose of the role:</b>	To ensure that students have the best living experience, through the promotion of welfare, inclusion, socialisation and integration within Accommodation sites.

### Principal Duties

#### **Community & Events**

- To build a community in Unite halls, through the provision of proactive initiatives and activities.
- To provide opportunities for residents to engage with each other through the organisation and hosting of social events, initiatives or other duties as directed by the ResLife Advisor and ResLife Co-ordinator.
- To be responsible for proposing events, developing an understanding of budget requirements, student engagement and other event specific administrative tasks.
- Proactively host drop-in sessions and other interactive activities with residents, feeding back residents' issues to ResLife Advisor and ResLife Co-ordinator.
- Actively participate in the development of ResLife social media accounts.

#### **Welfare Support**

- Provide a signposting service to residents by developing sound knowledge of professional or specialist services available within, and out with, RGU.
- Utilise ResLife reporting platform to report any problems relating to the welfare of residents, antisocial behaviour, and other complaints, that cannot be resolved by the ResLife Team.
- Liaise with site staff on site matters relating to the welfare of students and maintenance issues affecting the experience of residents.

#### **Teamwork and Development**

- Assist other members of the ResLife Team with their duties and objectives when appropriate.
- Attend regular team meetings with ResLife Advisor and ResLife Co-ordinator to promote effective communication between team members.
- To carry out any other reasonable duties, as instructed by the ResLife Advisor, ResLife Co-ordinator, or ResLife & Student Help Point Manager.

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### Benefits of joining the team

In addition to being able to support your fellow students in halls of residence, team members can benefit from the following:

- Ongoing training and development (including First Aid, Mental Health First Aid and Fire Safety)
- Enhancing CV through development of key interpersonal and professional skills
- Support from, and networking with, dedicated RGU and Unite Students staff members
- Up to 40% rent discount in Unite Student Properties

### Further Information

ResLife Assistant (Community) roles are available within the following Unite Students properties:

- Causeway View
- Spring Gardens

Successful candidates for the role of volunteer ResLife Assistant will be expected to live in Unite Students properties throughout the academic year (start of Semester One until end of Semester Two).

Please note, successful candidates will be expected to sign a lease directly with Unite Students. It is advised that candidates understand cost of Unite Students properties prior to applying for the role.

Successful candidates will be expected to attend a week-long training programme, the week prior to Freshers Week (exact date to be confirmed).

For further information, please contact Ellen Vinke, ResLife Co-ordinator via email: [reslife@rgu.ac.uk](mailto:reslife@rgu.ac.uk).