

**It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.**

**Job Description for the post of:**

**Campus Connector  
EHA1723-0219**

**Fixed term contract from September 2019 – April 2020**

**Reporting to:** Campus Life Managers & Campus Life Assistants

**Accountable to:** Head of Accommodation Services

## **The Post**

The primary role of the Campus Connector is to help predominantly first year students arriving on campus to settle in and make friends. By organising events and activities in halls and communal spaces on campus, and providing advice and support to resident students, the role of the Campus Connector will be to make our newly-arrived students feel welcomed and supported. Campus Connectors will also need to be able to signpost students to relevant services within the University and monitor student behaviour, notifying any issues to their Campus Life Manager. The post is challenging and demanding and requires a high degree of energy and commitment from successful candidates with a real passion for making a difference to the student experience.

As the post holder you will be expected to carry out specific duties, such as hall visits throughout the week and will be required to organise and lead social activities over the weekend and evenings. The salary is based upon the post holder carrying out their duties for an agreed period totaling **244 hours over 27 weeks**. The breakdown of expected hours is set out in detail on Page 4.

**Please note that your application must be supported by an academic reference from one of your University Tutors. Please supply appropriate contact details in the referees section of the application form.**

## **Duties and Responsibilities**

- To establish and maintain social contact with residents in halls and contribute to the development of a sense of community within the halls. In instances where you are unable to help, to refer the student(s) to appropriate University staff, the Campus Life Assistants or Managers or to the relevant learning or service area of the Institution.
- To develop and organise events and activities on campus, working closely with the Campus Communicators to promote the events.
- To work closely with the Campus Communicators to enable them to publicise your role on social media and other forms of communication.
- To pro-actively visit halls and build supportive relationships with the residents, identifying students who are struggling to settle in and finding ways to support them.
- To conduct flat meetings to discuss relevant matters relating to residential and communal living.
- To support the delivery of campaigns relating to student life and wellbeing through their promotion in halls and attendance at events.
- To effectively communicate with the Campus Life Assistants and Campus Life Managers about student-related issues.
- To maintain detailed reports of all incidents and activities and adhere to departmental procedures and practices.
- To report damage and chase up outstanding repairs with the Facilities Management Department.
- To support fire practices and Health and Safety Inspections in accommodation, in conjunction with Campus Support staff.
- To contribute to all students' awareness of the Institution's regulations and policies, including the Equality and Diversity Policy, Harassment Policy, Student Disciplinary Regulations, Health & Safety advice, Residential Licence Agreement, and to liaise with appropriate staff as necessary.
- Such other duties as deemed necessary.

**In addition to the above duties, all Campus Connectors' are required to:**

- Respect confidentiality. Confidential information should be kept in confidence and not released to unauthorised persons.
- Comply with legislation and adhere to University policies and procedures and attend appropriate training as required, including Health and Safety matters.
- Participate in work-related training and development.

**Salary:** Grade 1, Points 5-6  
£9.00 per hour

**Hours:** Flexible employment contract

Please note that payment will be annualised and paid from September to April averaging 30.5 hours per month.

The following table provides an estimate of when the 244 hours will be delivered.

Type	Notes	Hours	Total
Training Week	Monday 9 <sup>th</sup> to Thursday 12 <sup>th</sup> September (9am until 5pm), 1 hour lunch	1 week of 28 hours	<b>28 hours</b>
Welcome Sunday (15 <sup>th</sup> September 2019)	8am until 5pm with 1 hour lunch break	1 day x 8 hours	<b>8 hours</b>
First Week	16/09/19 to 22/09/19	1 week x 8 hours	<b>8 hours</b>
Autumn Term	23/09/19 to 13/12/19	12 weeks x 8 hours	<b>96 hours</b>
Spring Term	06/01/20 to 03/04/20	13 weeks x 8 hours	<b>104 hours</b>
<b>Total</b>			<b>244 hours</b>

**Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.**

**Candidates will be required to attend an assessment and interview, provisionally booked for Wednesday 6<sup>th</sup> March 2019 (evening) and 20<sup>th</sup> / 21<sup>st</sup> March 2019 (interviews to be held over 2 days).**

## PERSON SPECIFICATION FORM

**Campus Connector**  
**EHA1723-0219**

**Fixed term contract from September 2019 – April 2020**

### CRITERIA:

**Applicants should provide evidence of their ability to meet the following criteria:**

		Essential	Desirable	Method of assessment (I/A/T/P)
<b>Qualifications/Training</b>				
1.	Educated to A level / BTEC or equivalent standard	*		A
2.	Current student at Edge Hill University	*		A
<b>Experience and Knowledge</b>				
3.	Experience in the use of a wide range of basic IT applications, including Microsoft Word, Access, PowerPoint, Visio, and Outlook.	*		A, I
4.	Knowledge of the services available within Student Services.		*	A, I
<b>Abilities/Skills</b>				
5.	Able to promote, deliver and develop activities and events on campus.	*		A
6.	Skills in motivating people to get involved.	*		A
7.	Excellent organisational and communication skills	*		A, I
8.	Good analytical and problem solving skills	*		A, I
9.	Demonstrable good level attention to detail and accuracy	*		T
10.	Able to work proactively on own initiative and effectively under pressure so to manage multiple tasks and meet tight deadlines	*		A, I

		Essential	Desirable	Method of assessment (I/A/T/P)
11.	Understanding of the importance around maintaining confidentiality; data protection legislation; and how both can be implemented in practice	*		I
<b>Personal Qualities</b>				
12.	A naturally positive and solution focused attitude towards resolving 'everyday' and variable challenges in a customer-focused environment	*		A, I
13.	Willingness to operate flexibly to meet business needs	*		I

**\*Method of Assessment (I-Interview, A-Application, T-Test, P-Presentation)**

Please note that Applications will be assessed against the Person Specification using this criteria.