College Life Coordinator

**Department:**  Student & Academic Services

**Hours of work:**  37 hours per week term time, 29.6 hours per week out of term time

**Contract type:**  Fixed term up to the end of August 2022

**Salary:**  £23,487 per year (Reduced pro rata)
Introduction

The University was established with a collegiate model in the belief that college communities can enhance scholarship and enrich the student experience. Colleges play an important role in providing a distinctive and cohesive experience for students and staff and in enriching the academic life of the institution.

Main purpose of the role

The College Life Coordinator roles provide critical welfare and wellbeing interventions and deliver key student experience projects on behalf of the Colleges team. This College Life Coordinator will work specifically with the team in Anne Lister in order to ensure that all students in the college (both those based in the College and those currently placed in the Hull University Quarter) are supported to thrive and develop communities of development and learning.

College Life Coordinators provide support directly through 1:1 and group interventions with students, and work as Independent Facilitators on Level One Support to Study cases. They also deliver community interventions through working locally with College staff (College Managers, Administrators and College Life Advisors) to make a positive difference to their members’ lives and studies.

In addition, the College Life Coordinators will work with senior colleagues in Colleges across both University campuses to deliver University wide student experience projects such as Welcome and Orientation, College Sports and our peer support functions (College Life Advisors, STYMs, STYC and Student Connect).

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

Wellbeing:

- 1:1 and group work with student members facing difficulties. Working with students to consider options, resolve problems, access support and take positive action.
- Providing initial response to student queries and concerns and following up on behalf of the colleges team to incidents.
- Delivering workshops, talks and training for students and student leaders to improve knowledge of and engagement with actions and options that will improve welfare and wellbeing.
- Assisting students in level one support to study cases
- Working with local college teams to respond to issues and assist in delivering pilot projects and trials that exist in providing wellbeing support.

Development:

- Help deliver and promote college life activity amongst students. Leading on cross-college community building through environmental, social and sporting projects.
- Develop and enable peer support programmes to thrive at the University of York through the College Life Advisor, STYM, STYC and Student Connect programmes.
• Help implement College and University-wide initiatives related to student transition and retention - in particular Welcome and Arrivals and working with APP groups
• To work with College staff to trial new projects that deliver on university wide priorities
• To help support and oversee the delivery of College Life Advisor activities in your College pair
• To ensure projects and activities are well administered and are successfully budgeted

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.

Person specification

Qualifications

Expected completion of an undergraduate degree level by the start date  

Knowledge

Knowledge of the common pressures facing University students and effective techniques for addressing them  
Awareness of the drivers of community development within the Higher Education sector  
Personal experience of living in shared accommodation  
Understanding of the issues which students, including those from other countries and cultures, may experience  
Knowledge of project management best practice

Skills, abilities and competencies

Excellent interpersonal and people skills  
Excellent oral and written communication  
Strong IT skills, including word processing, email, web page maintenance, and spreadsheets, establishing and managing online information  
Proven ability to plan and organise own workload, manage projects and work to deadlines  
Designing and delivering engaging workshops and group sessions

Experience

Successful involvement in a project or group  
Experience of providing support to those in distress
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<tr>
<th>Requirement</th>
<th>Requirement Type</th>
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<tbody>
<tr>
<td>Ensuring events and activities you have been involved in are safe</td>
<td>Essential</td>
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<tr>
<td>Providing wellbeing support or other types of (non-specialist) support provision to others</td>
<td>Desirable</td>
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<td>Experience in project management and organising events</td>
<td>Essential</td>
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<tr>
<td>Experience in working with people from a range of background (including international students, graduates, mature students, students with families)</td>
<td>Desirable</td>
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<td><strong>Personal attributes</strong></td>
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<td>Ability to deal with confidential matters and act with discretion</td>
<td>Essential</td>
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<td>Ability to manage personal welfare</td>
<td>Essential</td>
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<td>Ability to work with individuals from diverse backgrounds</td>
<td>Essential</td>
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<td>Willingness to continue personal development and engage in appropriate training</td>
<td>Essential</td>
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<td>Willingness to accept some flexibility in working hours</td>
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<td>Demonstrable ability to form positive working relationships and work well as part of a team</td>
<td>Essential</td>
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<td>Initiative and an ability to think and work quickly and with a high degree of independence</td>
<td>Essential</td>
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