



# University of Brighton

## Student Operations and Support

### Volunteer Agreement - Student Residential Adviser (SRA)

This volunteer agreement describes the arrangement between the University of Brighton and you. It tells you what you can expect from us and what we hope from you. We hope you enjoy volunteering with us and we will do the best we can to make your experience with us rewarding.

#### Part 1 – The University of Brighton (Student Operations and Support Department).

Your role as a volunteer is to provide support to residents living in university accommodation and starts on Monday 20<sup>th</sup> September 2021. Your role is integral to the University and greatly valued, as you will have the potential to have a positive impact on students' overall accommodation and university experience.

From the University of Brighton you can expect:

- A room in halls or a unihome / unilet for the duration of the University's standard accommodation contract period (September 2021 – June 2022). You will be asked for your preference of accommodation however we cannot guarantee you will be based on a specific site. The accommodation will be provided at a 50% discount. A separate residential agreement will be issued to you prior to your start date which sets out the expectations by the University in relation specifically to your accommodation.
- Catering: you are able to purchase the catering package at a 50% discount.
- Induction and Training: you will be provided with a thorough induction and training period to enable you to meet the responsibilities of the role. You are expected to attend an introduction and initial day of training on Friday 28<sup>th</sup> May 2021. You are also required to attend a further week induction and training session from: Monday 20<sup>th</sup> September and Friday 24<sup>th</sup> September 2021.
- Accommodation at Varley Park for the above training period (Monday 20<sup>th</sup> September to Friday 24<sup>th</sup> September 2021). The accommodation is to enable you to attend training for the role and there will be no rent charge for this week.
- Supervision and Support: Residential Life staff will meet with you on a regular basis to provide supervision and support. The aim of these meetings is to share good practice, explain the standards we expect of our service and to encourage and support you to achieve them.

- To be provided with a safe workplace and as such be under the protection of University policies covering this area e.g. our equal opportunities, health and safety, and bullying and harassment policies.

## **Part 2 - You, the Volunteer.**

As a Student Residential Adviser we expect you to:

- Be a full-time registered student at the University of Brighton for the duration of the role.
- Attend and complete any training sessions relating to the role, prior to and throughout the academic year.
- Assist with the arrival and welcoming of new students to their accommodation over the move-in weekend (Saturday 25<sup>th</sup> and Sunday 26<sup>th</sup> September 2021).
- Visit an allocated group of flats and residents on a frequent and systematic basis to check on the general wellbeing of residents.
- Work on a call-out and rota basis with other Student Residential Advisers providing support to residents from 07:30pm to 07:30am.
- Support residents experiencing difficulties, and when appropriate, signpost them to residential staff and other services within the University.
- Organise and deliver social activities for students in university accommodation.
- Help with the planning and delivery of information campaigns relating to student life, residences and general well-being.
- Observe the University and halls of residence regulations and ensure residents are aware of and comply with these policies.
- Be in post only during the term and semester dates:
  - Autumn: 27<sup>th</sup> September – 17<sup>th</sup> December 2021
  - Spring: 10<sup>th</sup> January – 08<sup>th</sup> April 2022
  - Summer: 03<sup>rd</sup> May – 10<sup>th</sup> June 2022

(You are not required in the role during the vacation periods between semesters).

- Contribute at the most 4 to 5 hours per week to the role.

*Please note that the expectations listed above are as they stand presently. Over the summer period we may review and adapt the SRA role in light of student feedback, so the role may vary slightly for the start of the 2021-22 academic year.*

## **Person Specification**

Applicants should demonstrate evidence of the following criteria in their applications. Student Residential Advisers will be selected according to the extent to which they satisfy these requirements. Evidence of potential will also be considered.

### **Essential:**

- A full-time registered student at the University of Brighton for the academic year 2021/22.
- Personal Characteristics: approachable, non-judgmental, pro-active, tactful, patient, empathetic and supportive.
- An understanding of a range of difficulties that student residents may experience.
- An understanding of the importance of building effective working relationships with others.
- An understanding of the need for confidentiality, sensitive to the needs of others.
- An ability to demonstrate effective team work.
- Excellent verbal and written communication skills, with an ability to communicate with a wide range of people on different levels.
- Must not have a University disciplinary record.
- Arrangements must be made to pay any existing debt to the University prior to commencing the role.
- Can provide a reference from an academic tutor, demonstrating a satisfactory engagement with studies.

### **Desirable:**

- Experience of working with students or young people.
- Experience of helping others.
- Leadership skills.
- An ability to speak a second language.

### **Ending the Agreement:**

This agreement is binding in honour only and is not intended to be a legally binding contract of employment. It may be cancelled at any time at the discretion of either party.

A review will be carried out at the end of each term and should the University decide not to continue with this volunteering arrangement, or if you decide you no longer wish to continue volunteering, you shall be liable to pay rent at the full standard rate in accordance with your accommodation contract.

You may also be asked to move to a different room so that your replacement can occupy the designated SRA's room. If you are asked to relocate you will be placed in comparable alternative accommodation. If that accommodation is normally charged at a higher rent, you will only be liable for the rent you would have had to pay if you had not moved. If the new accommodation is normally charged at a lower rent, you will only be liable for the lower rent.

Alternatively if the volunteering agreement is ended, you may choose to terminate your accommodation agreement, and you will only remain liable for rent up until the day you vacate the room.