

**Responsible to:** Hall Reps Coordinator

**Summary of post:** To provide support and representation to students living in University of Birmingham and partner residences. To support on large scale events and to plan and deliver a programme of smaller activity designed to involve and engage student's in residences.

**Hours of work:** Up to 16 hours per week, to include weekends and out of term hours.

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## Duties and Responsibilities

1. To actively support and represent students during the transition into University life and residences, to ensure they are having the best experience possible during their time in accommodation.
2. To work as part of the Hall Reps team to ensure consistency and continuity of the scheme to Residents, in line with the Service Level Agreement.
3. To support with the organisation of Hall Reps activity and events. This includes helping to organise and deliver a wide range of small-scale trips and events throughout the year.
4. To help deliver a range of Welcome Week events to welcome students to the University of Birmingham.
5. To contribute to the development of the Hall Reps Scheme by suggesting new ideas to engage with students.
6. To provide support to with projects and tasks as required including large scale central events.
7. To ensure, as instructed by the line manager that all policies and procedures are followed correctly and inform line manager of any problems.
8. To complete administrative duties including, but not limited to, filing, photocopying, spread sheet and email maintenance and to carry out other duties which naturally fall within the reasonable expectations of the post.

9. To help promote the Hall Reps Schemes activity and events through various social media platforms and other promotional avenues e.g. door knocking in residences, handing out promotional material and talking to students to gain feedback.
10. To attend a team meeting, usually held monthly.
11. To complete compulsory training as required.

## Person Specification: Hall Rep

You must be able to demonstrate in your application that you have;

	Essential	Desirable
<b>KNOWLEDGE AND EXPERIENCE</b>		
Knowledge of University and partner accommodation, with an interest in student activities and an awareness of the issues involved.	✓	
Experience of working independently	✓	
Experience of organising and/or delivering events	✓	
<b>SKILLS AND ABILITIES</b>		
Ability to initiate contact with other students in a confident manner	✓	
Ability to establish strong working relationships with a range of individuals	✓	
Ability to stay calm and friendly under pressure in a busy environment	✓	
Good standard of IT skills and willing to learn new skills – Including Microsoft Word, Excel, email and the Internet, e.g. social media sites	✓	
<b>PERSONAL QUALITIES</b>		
Approachable and personable	✓	
Empathetic	✓	
Self-motivated and self-reliant	✓	
Uses own initiative to solve problems	✓	
Awareness of own limitations and boundaries	✓	

Flexible and responsive to service/student needs	✓	
Excellent spoken communication	✓	
Able to work as a team with a range of individuals	✓	
Non-judgemental and committed to equality of opportunity for all	✓	