



## About King's

Please see the link below for supporting information for prospective applicants. This also includes some background information about the university including rankings, research outputs, King's Health Partner Trusts and our current fundraising initiative. [www.kcl.ac.uk/aboutkings](http://www.kcl.ac.uk/aboutkings)

## Job description

<b>Post title</b>	Community Facilitator
<b>Department</b>	King's Residences
<b>Directorate</b>	Estates & Facilities
<b>Grade/salary</b>	£13.09 per hour
<b>Hours of work</b>	9-12 hours
<b>Period of appointment</b>	Fixed Term Contract: 4 <sup>th</sup> September 2023 – 31 <sup>st</sup> May 2023
<b>Responsible to</b>	Resident Engagement Officer
<b>Responsible for</b>	Community Facilitators
<b>Campus</b>	King's Residence Life Hub Office at Great Dover Street

### Role purpose

1. To be the central figure for the Residence Engagement Team
2. To coordinate weekly events at Residences to cultivate a cohesive and friendly environment for students to reside in
3. To assist with various initiatives to engage residents and voice their experience eg: Residence Experience Surveys, Focus Groups, Site Nights etc.
4. To incorporate sustainability elements to events, programmes, and daily duty tasks to promote sustainable living into the residential community.

King's ref: (HR to complete)

HireWire ref: (HR to complete)

## **Role profile**

### **Key Roles and Duties**

- Create a thriving and inclusive community at the residence and online through the delivery of the Resident Engagement Model.
- To build a collaborative working relationship with the Resident Engagement Team and Senior Community Facilitator to deliver the Resident Engagement Model outlined by the Resident Engagement Team by meeting regularly to discuss activity plans
- Provide leadership by maintaining professionalism and approachability to become a recognised ResiLife representative for Residence for KCL across both local communities and digital platforms
- Create healthy social networks for students in their residence
- Provide reliable, responsible, and responsive assistance to your SCF or Residence Manager and team members to deliver team tasks.
- To bring about creative ways of engaging, including Instagram and other digital medium to an increase exposure and promotion of the ResiLife programme.
- Work with the Senior Community Facilitator or Residence Manager to identify areas that require targeted resident engagement activity.
- Set clear expectations for student interaction based upon the Fit for King's commitments: knowledgeable; inclusive; naturally friendly; growth; stewardship.

### **Student Interaction & Staff Collaboration**

- Interact with site through activities under the categories of Wellbeing, Self-Development, Entertainment, Sustainability and Inclusion.
- Demonstrate inclusive and contentious behaviour when delivering shifts and interacting with both Students and Staff
- Act as signposting agent for students to relevant in-house welfare support and programmes such as our Residence Welfare Leads (RWLs) and our BeActive and LiveWell programmes
- Build a team ethos, acting as a role model for conduct and communication with various stakeholders such as KCLSU, Sustainability, King's Careers, King's Sport, King's Food, International Students Advice if needed
- To engage within the student community through Residence Experience Surveys, Kitchen Talks and through events to understand and retrieve feedback to enhance ResiLife performance.

## **Resident Engagement Activity**

- Through outreach, build a student feedback environment that drives team performance by hosting Residence Experience Surveys, Site Nights and Move-in Activities
- Complete Duty Shift Log at the end of each duty to share outcomes and findings with SCF and present findings and adjustments to the programme to SCF and CEO.
- Record performance and report to the Senior Community Facilitator, based on set KPIs of, the number of successfully run events/activities and attendees; objectives met for each event; scheduled deadlines met; accurate risk management plans.
- Promote student services and gauge student's knowledge of these services to align promotional activities.
- Promote, record and evidence resident's attendance through photos and videos at events by participating in community development activities during the year.
- Collect tangible feedback from students to reflect student community impact, using feedback forms and other means set up by the Senior Community Facilitators.
- Create a thriving and inclusive online community. Monitor social media to ensure the community is engaged, and respectful. Escalate content that contravenes [College Policy](#) to the Senior Community Facilitator.
- Involve residents in delivering activities throughout the year, including Residence Events Committee Meetings.
- Assist in conducting Focus Groups to enhance student experience.

## **Administration and Operations**

- Show flexibility and adaptability in performing your duties to respond to changing needs, situations, and personalities.
- To assist in collaboration with activity supplies order, collection, and transfer to your specific site from the Residence Hub Office
- Complete all work and assigned tasks in a timely, efficient, accurate and organised manner.
- Be knowledgeable about departmental and university policies, procedures, and resources.
- Maintain proper use of work systems such as SharePoint, King's Talent Bank, MS-Teams
- Attend monthly meetings to set objectives and plan events and campaigns.

## **Other roles & duties**

- *Welcome to Kings*: Take an active role in the 'Welcome to Kings', New Resident Orientation *event* by supporting the preparation of arrivals weekend and working on assigned tasks to deliver a memorable move-in experience
- Conduct the initial and regular kitchen talk to cover topics such as community living standards, engagement opportunities, residence policies, etc.
- Participate in Open Days, and other centrally-driven activities. Assisting with media campaigns, planning and preparation as well as helping to set up and support the event on the day as required.
- Coordinate student induction and information sessions during the start of term, on offer holder days, and other events when necessary

## **About the Department of Estates and Facilities**

<http://www.kcl.ac.uk/aboutkings/orgstructure/ps/estates/index.aspx>

## **About the King's Residences**

<http://www.kcl.ac.uk/study/accommodation/index.aspx>

## **About Resident Engagement at King's Residences**

We harness the passion and energy of our students to effect positive change in the residential communities in the HE environment by providing residents with the opportunity to network with fellow residents, develop their leadership, learn non-academic skills in a range of ways and experience all that London has to offer. Our ultimate goal is to develop students' resilience and employability through these activities. Our work is delivered through peer-to-peer schemes and in collaboration with a number of other departments within King's. We want this programme to create a global community for the 5,300 students that chose to live in King's Residences each year.

# Person specification

## Eligibility to work in the United Kingdom

This post does not qualify for a Certificate of Sponsorship under Home Office regulations therefore the university will not be able to offer sponsorship for this role.

Criteria	Essential	Desirable	How identified and assessed*
*For 'How identified and assessed' use: <b>AP</b> - application, <b>AS</b> - assessment, <b>I</b> - interview, <b>P</b> - presentation, <b>R</b> - references			
<b>Education / qualification and training</b>			
Completed Undergraduate or Masters University Degree	X		A P
<b>Knowledge / skills</b>			
Understanding of how belonging can be integrated into residential communities to improve the overall student experience and experience in working on a Residence Life Team with communal residential living.	X		P
Ability to supervise a part-time, geographically dispersed para-professional team	X		A P
Highly organised with a commitment to effective planning, delivery, monitoring and evaluation of projects designed to meet the needs of young adults	X		I, P
Ability to plan, implement and evaluate engagement activities designed to meet the needs of residents	X		I
Strong command of marketing and communications with ability to produce own materials to promote events	X		I
Strong command of social media communications and ability to create own content unsupervised, adhering to university's policies, in a range of platforms	X		P
Excellent team building and collaborative approach to leadership	X		R
Well-developed written and oral communication skills	X		I, P
Ability to use own initiative, generate new ideas and manage projects from inception to delivery	X		I
Ability to prioritise workload and manage time effectively when under pressure	X		R

Criteria	Essential	Desirable	How identified and assessed*
*For 'How identified and assessed' use: AP - application, AS - assessment, I - interview, P - presentation, R - references			
Ability to build strong relationships with internal and external stakeholders	X		P
Ability to work effectively alongside others, in different areas to own to better understand overall goals of the organisation	X		I, P
<b>Experience</b>			
Experience of involving young people in youth-related projects/causes	X		I
Experience of collecting and analysing data to provide insights that help shape future decision	X		I
<b>Personal characteristics/other requirements</b>			
Willingness to learn the skills to supervise and lead a team of para-professionals	X		I
Culturally sensitive and committed to giving opportunities to people of all backgrounds	X		I
Strong personal commitment to improving the student experience through their accommodation	X		P
Proactive, adaptable and enthusiastic team player	X		I
Comfortable and confident at articulating ideas and keen on sharing success	X		I, P
Creative thinker, innovative and problem solver	X		I, P
<b>Role specific requirements</b>			
A strong personal commitment to give back to society	X		A, P
Ability to work from different residences as required by engagement activities	X		I
Hard working and committed to the successful and timely delivery of agreed goals	X		I, P

**Important note:** in the course of being a Senior Community Facilitator you may come across confidential student information or commercial information about King's Residences which must be kept strictly confidential and should never be disclosed either inside or outside work. It should be noted that breach of confidentiality is a serious offence which may lead to dismissal.

## Disclosure and Barring Service Clearance (DBS formerly CRB)

This position is exempt from the Rehabilitation of Offenders Act (1974). As such, shortlisted candidates will be required to declare full details of any criminal background, regardless of whether the conviction is spent, and the university will be required to apply for an enhanced disclosure (a criminal records check) from the Disclosure & Barring Service in relation to the successful candidate.

### Level of DBS Clearance required - indicate all applicable aspects:

Carrying out regulated activities <sup>1</sup> :	No	No Regulated Activity but contact with vulnerable groups <sup>2</sup> :	Yes
No Regulated Activity but deemed a position of trust <sup>3</sup> :	Yes	Situated in a Regulated Environment ie. NHS premises <sup>4</sup> :	No

1. The scope of Regulated Activity for work with children and young people is defined under the age of 18 years old. An adult is not considered to be vulnerable due to any personal characteristic: however, an adult may be regarded as vulnerable due to particular circumstances at a particular time, for example when they are receiving treatment in a hospital.
2. Contact with vulnerable groups must meet the frequency threshold of 4 days in a 30 day period.
3. A position of trust is any post that requires authorisation for restricted access to confidential data (not including anonymised patient data), premises or currency.
4. KCL buildings do not qualify as regulated environments and only our partner NHS Trust sites qualify as regulated environments.

Further information about the Disclosure scheme can be found at: [www.gov.uk/dbs](http://www.gov.uk/dbs)

A criminal record will only be taken into account for recruitment purposes, where the conviction is relevant to the position being applied for, and whether this is the case, will not necessarily bar candidates from employment. Any decision will depend on the precise nature of the work, the circumstances and background to the offence(s). The same procedure will be followed for university staff applying internally for a vacancy.

## Occupational Health Clearance

As part of our pre-employment checks the successful applicant will be sent a 'Health and Capability Declaration Form' and if they declare that they do have a health condition or disability that may require accommodation measures so that they are able to carry out their work comfortably and efficiently, they will be sent an Occupational Health Questionnaire to determine whether any reasonable accommodation measures are required for the candidate to take up the post.

# Applying for the post

**Should you wish to apply for this position, please apply via Job Opportunities at King's College London website.**

Informal enquiries may be made to: [\*\*resilife@kcl.ac.uk\*\*](mailto:resilife@kcl.ac.uk)

We will be having two main rounds of interviews. Our first round will be at the end of the 2022-23 academic year. Our second round will be over the summer period. All Community Facilitator applications are rolling and are hired on a first come first serve basis. We highly encourage all applicants to apply as early as possible.

**First Sift: 12<sup>th</sup> of May 2023**

**First Round of Interviews: 16<sup>th</sup> of May 2023**

Summer Interviews

**Second Round of Interviews: TBC**

Stay posted about the recruitment process on our Instagram accounts: @kingsresilife & @kclgradplus

## **Applicants with disabilities**

King's College London is keen to increase the number of disabled people it employs. We therefore encourage applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application please contact the Recruitment Coordinator responsible for the administration of the post on [\*\*resadmin@kcl.ac.uk\*\*](mailto:resadmin@kcl.ac.uk) the start of the academic year.

# Summary of Terms and Conditions of Service

This appointment is made under the King's College London Terms and Conditions of Service for Professional Services staff a copy of which is available from the Recruitment Team upon request.

## **Probation**

Six Months

## **Training**

Successful candidates are required to attend our training sessions.

You will be expected to be in London for the training period. This year our training period will be from the **4<sup>th</sup> – 15<sup>th</sup> of 2023**.

## **Annual leave**

27 working days per annum pro rata (please note the annual leave year runs from January-December) bank holidays and customary closure days in are in addition to the annual leave entitlement. Staff receive four additional customary closure days in December. Notification as to how these days are taken is circulated at the start of the academic year.



## Superannuation

This appointment is superannuable under the SAUL [www.saul.org.uk](http://www.saul.org.uk) pension scheme. In accordance with recent legislation, we automatically enrol our staff in a pension scheme if they meet certain age and earning criteria. This is known as auto-enrolment. The university collects pension contributions via a salary sacrifice method called *PensionsPlus*. These deductions are made before the calculation of tax and national insurance is calculated; therefore reducing the amount you pay.

Staff already superannuated under the NHS Superannuation Scheme may opt to remain in that scheme provided an application to do so is received by the NHS scheme trustees within three months of appointment to King's College London. Please note that NHS Superannuation Scheme: Medical Schools are classed as "Direction Employers" and some benefits of the NHS Scheme are not available to Direction members.

Alternatively staff may opt to take out a personal pension. Please note that the university does not provide an employer's contribution towards a private pension plan.

## Staff benefits

King's College London offers a wide range of staff benefits. For the full comprehensive list of staff benefits please refer to our website: [www.kcl.ac.uk/hr/staffbenefits](http://www.kcl.ac.uk/hr/staffbenefits)

## Equal opportunities

King's College London recognises that equality of opportunity and the recognition and promotion of diversity are integral to its academic and economic strengths. The following principles apply in respect of the university's commitment to equality and diversity:

- To provide and promote equality of opportunity in all areas of its work and activity;
- To recognise and develop the diversity of skills and talent within its current and potential community;
- To ensure that all university members and prospective members are treated solely on the basis of their merits, abilities and potential without receiving any unjustified discrimination or unfavourable treatment on grounds such as age, disability, marital status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, trans status, socio-economic status or any other irrelevant distinction;
- To provide and promote a positive working, learning, and social environment which is free from prejudice, discrimination and any forms of harassment, bullying or victimisation;
- To foster good relations between individuals from different groups and tackle prejudice and promote understanding.

King's has been a member of the Athena SWAN Charter since 2007 and gained its Bronze institutional award in 2008. Our award was successfully renewed in September 2013 for a further three years. The Athena SWAN agenda forms part of a wider suite of diversity and inclusion work streams. Working with the Charter is helping King's to identify best practice for the working environment of all staff working in science disciplines.