

Job Description

ResLife Ambassador

Contract:	Part-time/fixed term
Location:	Canterbury
Responsible to:	ResLife Manager
Apply:	MS Forms
Closing date:	Tuesday 25 February 2025

Please ensure you have read the [ResLife Ambassador Agreement 2025/26](#)

Applicants should be a full time student at the University of Kent for the full academic year in which they are applying to be an RLA (2025/26).

Job purpose

Our Residential Life Ambassadors (RLAs) are at the heart of our College Communities. You will build relationships both on and off campus, to develop a sense of belonging and community, whilst working together to create exciting events for your peers.

Please note, if successful you will need to commit to:

- An average of 8 hours a week during term time
- Attend a two day online training session on the 18 and 19 September 2025
- Attend an assessment day on 12 March 2025

We look forward to receiving your application, and hearing about how you would like to make living on campus a fun and memorable time for all!

Key accountabilities

The role of a Residential Life Ambassador (RLA) is to work with the ResLife Manager and ResLife Assistant as well as the Accommodation Team. You will play a key part in helping our students adjust to university life, make friends, and support independent living here at the University of Kent.

Each RLA will be assigned to a college and although from time to time they may host events specific to that college, including the ResLife Cup, most ResLife Events are open to all students living in University of Kent accommodations.

RLAs will encourage students to foster an environment of tolerance, inclusivity, and social responsibility. Creating such an environment allows students the best opportunity to thrive in their student accommodation and, more generally, at the University.

1. Organising a range of activities, events and excursions that support students' social and academic progress as well as providing a safe space for them to come and relax and enjoy themselves.
2. Complete two days of online training on 18 and 19 September 2025 and report for arrival duties from 27 September 2026.
3. Adhere to the contracted hours specified in the RLA agreement. RLAs who fail to meet the required number of hours may be unable to continue in their RLA role.
4. Attend training and meetings with staff when required.
5. Build a sense of community by planning and hosting events. Examples of how to do this will be given during training.
6. Encourage and support responsible study habits and help host events that have academic merit.
7. Maintain regular contact, communicate, and support fellow RLAs as well as the ResLife Manager and ResLife Assistant.
8. Be a role model, maintaining a high standard of behaviour and upholding the University's EDI values in the University and accommodation.
9. Be mindful of health and safety concerns, follow and promote safety guidelines, escalating concerns where appropriate.
10. Independently organise (and where appropriate as part of a team of other RLA's) a programme of activities that meet the framework for residential life.
11. Assist with open days, accommodation viewings and other University events where required.

12. Assist students who may be struggling to settle in and form friendship groups. You may be asked to be a friendly face for a student and then signpost them to the relevant department such as Student Support and Wellbeing.

Person specification

The University of Kent is looking to recruit highly motivated postgraduate, and/or undergraduate second, third or fourth year students to join our Residential Life Team.

Residential Life aims to create a community that welcomes and supports all students living in our accommodation. We are seeking students who are keen to contribute to building a strong sense of community in the Colleges and accommodation.

This is a great opportunity to get flexible work experience alongside your studies, whilst actively contributing to a fantastic student experience at Kent.

1. As this is a residential role it is expected that you will live in student accommodation on campus unless you have been granted permission to be absent. You should inform the ResLife Manager if you have commitments outside of this role and your academic studies that are over 10 hours per week (a job for example).
2. Applicants should be full-time students at the University of Kent for the full academic year in which they are applying to be an RLA.
3. Applicants should have the necessary documentation to prove their right to work in the UK and ensure they do not break any working restrictions applicable e.g. exceed the maximum working hours permitted by visas.

Key attributes

Below is a list of attributes that are required to perform the role of an RLA and to help ensure a high level of service is delivered.

- Ability to manage your own time, be self-directed, organised and motivated
- To be familiar with student support services, accommodation agreements and policies and procedures including the University's EDI Values
- To be able to collaborate as part of a team and liaise with a range of staff and students
- Experience in proposing, running, and evaluating events is desirable
- Engage positively with training opportunities and contribute to best practices in service
- Experience of communication using various media, marketing, and experience of promoting events
- Experience of working with student committees or volunteers

- Applicants must have and maintain good disciplinary and financial standing within Accommodation, Catering and Events and the University.
- Applicants must have and maintain good academic standing and enrolment within the University
- Maintain eligibility to live in student accommodation
- Have lived in university accommodation at university level, preferably at the University of Kent
- Actively participate in any activities and events they are rostered, including the ResLife Cup where they will lead a team for their college in a series of sporting events
- Actively engage with students at any events or activities they are rostered, to ensure students feel welcomed and valued and enjoy their experience and want to come again

Please note that this role description is not exhaustive and further particulars will be provided should you progress in the recruitment process.

[Download a copy of the Residential Life Ambassador Agreement 2025/26](#)

To apply for the position, please [submit an application via the link](#).