

## Job Description

### ResLife Ambassador

<b>Contract:</b>	Part-time/fixed term
<b>Location:</b>	Canterbury
<b>Responsible to:</b>	ResLife Manager
<b>Closing date:</b>	Tuesday 11 March 2026

Please ensure you have read the [ResLife Ambassador Agreement 2026/27](#)

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 (2026/27).

### Job purpose

Our Residential Life Ambassadors (RLAs) are at the heart of our college communities. In this role, you will build relationships both on and off campus to develop a strong sense of belonging and community, while working together to create exciting events for your peers.

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

- Commit to an average of 8 hours per week during term time
- Attend a **Selection Workshop** (involving group exercises and introductions) on Tuesday 22 April 2026
- Attend a two-day online training session on Thursday 17 September and Friday 18 September 2026
- Move into your campus accommodation on Friday 25 September 2026

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 closely with the Residential Life Manager, Residential Life Assistant, and the Accommodation Team. You will play a key role

in supporting students as they adjust to university life, make friends, and develop the skills needed for independent living at the University of Kent.

RLAs will encourage students to foster an environment of tolerance, inclusivity, and social responsibility. By creating such an environment, students are given the best opportunity to thrive within their student accommodation and, more broadly, across the University.

1. Organise and host a range of activities, events, and excursions to support students' social and academic development while fostering a strong sense of community.
2. Adhere to the contracted hours specified in the ResLife Ambassador Agreement. RLAs who fail to meet the required number of hours may be unable to continue in their RLA role.
3. Attend training and meetings with staff when required.
4. Encourage and support responsible study habits, and help host events that have academic merit.
5. Maintain regular contact, communicate, and support fellow RLAs as well as the ResLife Manager and ResLife Assistant.
6. Be a role model, maintaining a high standard of behaviour and upholding the University's EDI values in the University and accommodation.
7. Be mindful of health and safety concerns, follow and promote safety guidelines, and escalate concerns where appropriate.
8. Plan and run activities on your own, or with other RLAs when needed, that meet the framework for Residential Life.
9. Assist with open days, accommodation viewings, and other University events as needed.
10. Assist students who may be struggling to settle in or make friends. You may be asked to be a friendly point of contact, listen to their concerns, and refer them to the appropriate department, such as Student Support and Wellbeing (SSW).

## Person specification

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

Residential Life aims to create a welcoming and supportive community for all students living in University accommodation. We are seeking enthusiastic students who are keen to contribute to building a strong sense of community.

This is a great opportunity to gain flexible work experience alongside your studies while making a meaningful contribution to the student experience at Kent.

1. As this is a residential role, you are expected to live in on-campus student accommodation unless permission to be absent has been granted. You should inform the ResLife Manager of any commitments outside of this role and your academic studies that exceed 10 hours per week (for example, paid employment).
2. Applicants must be full-time students at the University of Kent for the full academic year in which they are applying to be a Residential Life Ambassador (RLA).
3. Applicants must have the appropriate documentation to demonstrate their right to work in the UK and must ensure they comply with any applicable working restrictions, such as not exceeding the maximum number of working hours permitted under their visa.

## Key attributes

Below is a list of attributes required to perform the role of a Residential Life Ambassador (RLA) and to ensure a high standard of service delivery.

- Ability to manage your own time, be self-directed, organised, and motivated
- 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 promoting events
- Experience of working with student committees or volunteers

- Applicants must have and maintain good disciplinary and financial standing with accommodation, catering, 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 all activities and events to which they are rostered.
- Actively engage with students at all events and activities to which they are rostered, ensuring they feel welcomed, valued, and encouraged to return.

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 2026/27](#)

## How to apply

Applying for this role is a simple **two-step process**.

### Step 1: Complete the application form

Please complete the online [ResLife Ambassador Application Form](#) by **Tuesday 11 March 2026**.

### Step 2: Submit a short video

Submit a short video of yourself speaking directly to camera (maximum **2 minutes**) by **Tuesday 11 March 2026**.

In your video, please:

- Introduce yourself (“Hello, my name is...”)
- Tell us about a ResLife event or activity you would like to organise for the student community.
- Share where and when the event will take place, what equipment or resources you will need.
- Explain how this event or activity would positively impact students.
- Discuss any adjustments needed to accommodate the diverse student population at Kent.
- Identify any risks that should be considered when completing a risk assessment.

Video guidance:

- Make sure your face, shoulders, and upper torso are visible
- Film in portrait orientation where possible
- Record in a well-lit, quiet space, with the video in focus and good quality
- Be yourself and let your personality come through - don't overthink it! We are mainly interested in your ideas and how you approach them.
- Accepted video file formats: MP4 or MOV
- Please name your video file: *Firstname\_Lastname.mp4*

You can submit your video via [Dropbox](#) (you do not need a Dropbox account to upload your video).

**Important:**

Please ensure you have submitted both the ResLife Ambassador Application Form **AND** your video by **Tuesday 11 March 2026**.

If you have any issues submitting your application or uploading your video, please contact [RLATeam@kent.ac.uk](mailto:RLATeam@kent.ac.uk)

### **A note on using AI**

We understand that AI tools can be helpful for drafting applications. However, we want to hear your own voice and ideas. Applications that we reasonably suspect to have been written entirely by AI may not be considered.