

Job title	Junior Dean
Department	Welfare
Location	Main Site & Offsite Houses, Mansfield College
Grade and salary	A stipend of £2,000 per year, payable in monthly instalments, which includes payments for all duty days, including vacation periods, college Closures and payment for their role in the wellbeing programme.
Hours	Up to 20 hours per week. Mainly, but not exclusively, between 6pm and 2am – Main Site 6pm and 2am – Cowley Road Houses 11pm and 7am Ablethorpe
Contract type	Fixed term from 1 <sup>st</sup> September 2024 – 31 <sup>st</sup> August 2025
Reporting to	Head of Wellbeing and Welfare
Additional information	Accommodation is provided as part of this role. This role is specifically offered to postgraduate students with availability to commit to the duration of the contract outlined above.

Mansfield College has three primary centres of undergraduate student accommodation:

- The main college site on Mansfield Road, where about 175 students live;
- The Ablethorpe Building and the adjacent Rhodes Wolfson Building (61 rooms) located between St Clements and Cowley Road;
- A group of off-site houses, mainly in the Cowley Road area, comprising 25–35 undergraduate rooms.

Students are also housed in a small number of other privately owned, College leased and managed properties.

The Junior Deans' (Wellbeing and Welfare) fundamental role is one of undergraduate student welfare, but also includes the maintenance of discipline where required. Junior Deans must be co-operative, flexible, and possess good communication skills. All play a vital role in assisting with the smooth running of the College and make valuable contributions to the pastoral care of students. They are expected to play an active role in College life, and to be much in evidence around the College. An entertainment allowance will be provided to enable the Junior Deans to meet groups of students on an informal basis.

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#### About the Role:

The Junior Deans (Wellbeing & Welfare) are part of an active Welfare and Decanal team within the College, consisting of Head of Wellbeing & Welfare, Dean, Chaplain, Senior Tutor, Director of Admissions and Registrar, Bursar, Domestic Bursar, and the Lodge Team.

The Welfare team promotes and supports the wellbeing of all students in College and has contact with all Fellows and College staff at all levels. Junior Deans are required to reside in College property.

There are no set hours of work. Junior Deans are required to work such hours as are necessary to carry out their duties to the satisfaction of the College. However, the hours worked will not be more than 20 hours each week. The hours are shared equally between the 6 Junior Deans on the basis of an on-call duty rota which is drawn up by mutual agreement between the Junior Deans and the Head of Wellbeing & Welfare and circulated to the Lodge.

The role requires great teamwork, not only within your site pair but within the team of Junior Deans to ensure that cover is appropriately met including to cover leave and absences which may involve temporary cover across different sites. From time to time, there may be situations where a vulnerable student needs additional support, flexibility around leave outside of term time maybe required but will be discussed and managed with your line manager.

Day-to-day line management is by the Head of Wellbeing & Welfare. Junior Deans also have a functional reporting line to the Dean, to assist with the execution of disciplinary duties as and when required. They may also seek support and management guidance in relation to domestic duties from the Domestic Bursar or Head Porter.

Junior Deans will be mature, responsible, excellent communicators who are able to set a positive example in College. They must be able to make judgements confidently, be unafraid to challenge others, be proactive, and be able to think on their feet as events unfold.

The role has a disciplinary and domestic element to it and the importance of providing pastoral support to students takes priority. Experience has shown that disciplinary matters are often linked to welfare and wellbeing issues. The inclusion of 'Wellbeing and Welfare' in the formal job title reflects a need to clearly signpost to students that the Junior Dean is a key member of the welfare team.

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## About Mansfield College

Mansfield College is one of the 39 constituent colleges of the University of Oxford. It has around 250 undergraduates, 230 graduates and 40 visiting students. This relatively small size engenders friendly and close relationships not only among students and tutors, but across the whole community at the College.

Mansfield is one of Oxford University's most open and forward-thinking Colleges. Proud of its non-conformist history – the College was founded to provide theological training for 'dissenting' ministers of the church – today the College is model for access to higher education, and exemplifies how social and intellectual diversity enriches an academic community.

Throughout its history, Mansfield has worked hard to make an Oxford education available to previously excluded groups, most recently in its successful access work, promoting application to Oxford from students from backgrounds of educational and financial disadvantage, and supporting them to success in their degree and future careers. Mansfield is proud to be the Oxford college with the most diverse undergraduate body and the highest proportion of state sector students. In 2021, Mansfield College was recognised as one of the UK's first University Colleges of Sanctuary. The Principal of Mansfield College is Helen Mountfield KC, an internationally renowned human rights law specialist. As one of the UK's leading equality law specialists, she has argued cases in the Supreme Court and European Court of Human Rights.

The College is also home to the Bonavero Institute of Human Rights, within Oxford University's Law Faculty, which was opened by the late Secretary-General of the United Nations, Kofi Annan, in 2018. The Institute is a perfect reflection of the spirit of the College: plural, broad-minded, and respectful of the dignity and worth of all.

Detailed information about Mansfield College may be found at [www.mansfield.ox.ac.uk](http://www.mansfield.ox.ac.uk)

## Responsibilities

### First Response:

- Support the Lodge staff in emergencies, or concerns for student welfare or wellbeing, such as a fire, an accident requiring first aid, or a mental health crisis.
- Respond to student calls on the junior dean phone during duty hours.
- May be required to accompany students to seek professional help such as A&E, the GP, or to other emergency services.
- Responsibility is usually limited to your respective site to include dealing with noise, landlord/accommodation issues, holding pastoral chats, organising occasional events although occasional off-site cover may be required in an emergency.

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**Liaison:**

- Attend fortnightly and ad hoc meetings with the members of the Welfare and/or Decanal teams.
- Help organise and invigilate College Collections in 0th week of each term and assist with invigilation/incarceration arrangements for occasional examinations held in College.
- Work with the MCR and JCR peer support and welfare reps to co-ordinate welfare and well-being provision including liaison and on-going support.
- Work collaboratively with the other Junior Deans to build an effective team, co-ordinating work, learning from experiences and offering support.
- Advertise their availability and role on main site locations, website and in the Virtual Quad

**Welfare:**

- Ensure that an effective support service is provided to students, whilst maintaining clear professional boundaries within the scope of the work. Junior Deans do not provide counselling to the students; instead, they offer informed advice and listening support; and signpost students to sources of further support, e.g. the University Counselling Service.
- Report to the Welfare Team any issues that may arise and cause concern, within the recommended guidance on confidentiality.
- Share responsibility for representing Welfare Junior Deans at the college Welfare Forum
- Support candidates during the Undergraduate Admissions cycle in Michaelmas term.

**Wellbeing:**

- Assist in providing wellbeing events and activities, under the direction of the Chaplain and in coordination with welfare representatives of the JCR and the MCR.
- Initiate and organise a series of social functions for students. These include, but are not limited to, drop-in teas, which should be held regularly during term-time.
- Contribute to Freshers' week – engaging with new students through presentations and events.

**Discipline:**

- Specific responsibility for ensuring that the student community operates within the College's rules and regulations. This requires being familiar with the contents of the Student Handbook and following the guidance. This may include monitoring students' social functions, resolving noise complaints or other disturbances and referring students to the Dean as appropriate.

**Training:**

Mandatory training for the role is required as follows:

- First Aid at Work Course
- Peer Support for Junior Deans course at Oxford Counselling Services
- Fire Marshal Training
- Internal college induction, including training in emergency response.

Mandatory training will be provided at the College's expense.

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On a personal basis the Junior Dean is expected to:

- Take responsibility for personal development and be willing to undertake training to improve personal performance and knowledge.
- Understand responsibilities under College policies and procedures and ensure compliance with them including invoking disciplinary procedures if necessary.
- Perform duties not formally identified in the job description but which are in line with the general responsibilities of the post.
- Follow the College's procedures for the maintenance of confidentiality.
- Co-ordinate and promulgate with the other on-site Junior Dean details of the respective duty rota.

Residency and Hours of work:

Residence Requirement: Outside of Full Term, and the week immediately before and the two weeks immediately after full Term, the Junior Deans are free to take annual leave at their discretion, subject to approval by the Head of Welfare and in line with the established rota. The annual holiday allowance is 14 days. They are required to be available for onsite duties as part of the rota for the duration of the contract as follows:

Rota: Junior Deans work in site pairs. Junior Deans are required to agree as a pair on a weekly duty rota, including weekends.

The duty has two components – being on call and being on emergency reserve. This rota should be maintained throughout the year in both term time and vacation unless the Head of Wellbeing & Welfare, Bursar and Head of HR expressly allows alternative arrangements. In particular, additional support may be available during the long summer vacation.

On call: The on-call shift is between 6pm and 2am daily for main site and Cowley Road Houses and 11pm–7am for Ablethorpe/Rhodes Wolfson. During this time, the Junior Dean on duty must be present on site in order to respond to calls on the duty phone from staff or from students on welfare and disciplinary matters. They should also be available to carry out duties such as supervising student social events or providing welfare teas, as required, in that time, although some events will be scheduled at other times.

Emergency Reserve: The on-duty Junior Dean is also expected to be reachable by phone if we need to seek emergency back up at other times. They are not obliged to be on site during emergency reserve time and may decline to assist if they have good reason, but they should answer the phone to discuss their availability. Very rarely, there is an urgent and serious incident on site. If such an incident occurs, the college may need to call on the Junior Dean phone and ask the JD to work overtime to help in the emergency. Such incidents are extremely rare and the attendance of Junior Deans would therefore only be required in exceptional cases. Note that students are not permitted to ring the Junior Dean phone outside on-call hours. Only the Lodge or senior staff can call junior deans on emergency reserve. Moreover, in this situation, additional payment will be given. For this reason, the junior dean on duty is expected to carry the Junior Dean phone during their on-call duty days, keep the phone switched on and answer wherever possible it in the unlikely event it is called.

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Other times: Junior Deans may also be asked to work flexibly at other times as appropriate, such as to assist with exams and collections. Payment for this will be agreed at the time of assignment.

#### Remuneration:

- Payment is monthly by credit transfer into a Bank/Building Society in line with the 4-weekly payroll cycle.
- A stipend of £2,000 per year, payable in monthly instalments, which includes payments for all duty days, including vacation periods and for involvement in the wellbeing programme.
- Additional remuneration will be paid when called to assist with an emergency outside of the on-call rota times and will be paid at the current hourly rate of £11.35.
- When required to assist with Invigilation of collections, this will be paid at an hourly rate based on the register of approved payments set by the University of Oxford each year.
- Should the Academic Office require assistance during exams, the appropriate rate set by the University will be paid, for example, invigilation is remunerated by the hour, incarceration by either the daytime hour or the night hour (19.00 to 07.00).

Junior Deans should complete a monthly timesheet if they wish to claim overtime, and this should be sent to the Head of Wellbeing & Welfare and Human Resources for approval. The Head of HR manages right to work and visa issues.

#### Accommodation

- Accommodation is free of charge at your designated site from 1<sup>st</sup> September – 31<sup>st</sup> August.
- You will be required to sign the standard tenancy agreement relevant to the room. The tenancy license is fixed for the duration of the contract dates outlined above and there is no guarantee that if extended, the Junior Dean will remain in the same accommodation.
- We reserve the right to terminate any licence to occupy in the normal way. If you are suspended from your studies during the contract term, you will not be able to continue in the accommodation provided by the college.
- Wherever possible, accommodation information will be made available during the Junior Dean recruitment process.
- If required, College accommodation may be available to rent just prior to the start of the Junior Dean contract period. This may not be the same room, and so may require a room move.
- In the event of termination of employment by either party, the free accommodation provided with the role will cease and ongoing occupation will be at normal Mansfield rental rates. A telephone is provided with official calls free of charge.

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Additional Benefits:

- Junior Deans are entitled to a free meal when on duty whenever the kitchens are open e.g., 3 lunches and 4 dinners a fortnight. This meal is to be eaten with fellow students, MCR or JCR, partly as a means of raising their profile with students.
- They are also entitled to free attendance at two Formal Halls per term, at the SCR table.
- From time to time, there may be lunch time meetings with SCR members or welfare forum committee meetings, at which a free lunch will be provided in addition.
- Junior Deans are a member of the Senior Common Room as well as staff members.
- As staff members, they are entitled to use the staff coffee machine.

Contract:

This contract is fixed term for 12 months with the potential to be extended by a further 12 months and in exceptional circumstances for a 3<sup>rd</sup> year. Contract reviews and extension shall be by mutual agreement and will commence 3 months prior to the end of the existing contract.

The reason the role is fixed term is that your role as a Junior Dean relates to your student status with us. Your fixed term appointment carries with it no commitment whatever to a subsequent appointment within the College. Vacancies for such appointments are open to competition from within and outside the College.


Applicants and process

- The application process commences in April of each year.

Person Specification:

Candidates will be assessed on the basis of the criteria set out below and should ensure that their application provides evidence of how they meet the criteria. Examples of relevant experience need not be just from work, candidates may wish to give examples from study, voluntary work or skills gained in their family or social life.

Criteria	Essential	Desirable
Knowledge, Experience and Qualifications.	Current graduate student of the University of Oxford and matriculated at or willingness to migrate to Mansfield College with at least 1 year of study remaining.	
	High degree of personal responsibility and integrity	Current First Aid qualification.

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	Ability to make sound judgements in sometimes challenging situations	Mental Health Awareness Training, peer support training (or equivalent)
	Experience of handling/ resolving welfare issues.	Relevant experience in supervising groups of young people in residential situations.
		Experience in a similar role within a Higher Education environment
Skills and Competencies	Excellent interpersonal and communication skills (oral and written)	
	Excellent organisational skills	
	Ability to effectively influence and/ or persuade others	
	Ability to work without supervision and under pressure	
	Ability to handle sensitive and confidential matters with discretion and initiative.	
	Ability to work flexibly and as part of a team	
	Must be entitled and able to work up to 20 hours per week	

### Terms and Conditions Summary

Appointment: This is a Fixed Term, up to 20 hours a week. The appointment will be conditional on receipt of evidence of right to work in the UK documentation and satisfactory references. Potential applicants should note that this advertisement does not satisfy the requirements of the UK Home Office in relation to a sponsorship for a visa.

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Probationary Period: There will be a probationary period of three months. Only after successfully completing this probationary period will the appointment be confirmed.

Notice Periods: During the probationary period, the post-holder's employment may be terminated by either side on one weeks' written notice. Once the appointment is confirmed, the period of written notice will be;

- At least three months and
- Be inclusive of one complete Full Term

#### NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYER

- i. Under 1 month's service – 1 week
- ii. On successful completion of your probationary period – 3 months

Annual Leave: 14 days holiday per Academic year ( October to September), which may not be taken during term time.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated.

The post will also be subject to enhanced Disclosure and Barring Service check due to regulated activity involving 'at risk' adults.

#### How to apply

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If you would like to apply please submit a cover letter/supporting statement, stating why you are interested in, and suitable for this role and a CV to Mansfield HR [vacancies@mansfield.ox.ac.uk](mailto:vacancies@mansfield.ox.ac.uk)

Postal application should be sent to the below address however, we recommend electronic submission:

Mansfield Human Resources  
Mansfield College  
Mansfield Road  
OXFORD  
OX1 3TF

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

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As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

We highly recommend uploading all documents as PDF files with your name and the document type in the filename.

All applications must be received by 12 midday UK time on the closing date stated in the online advertisement.

#### If you need help

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For general support enquiries on how to apply for the role, please email [vacancies@mansfield.ox.ac.uk](mailto:vacancies@mansfield.ox.ac.uk)

Please note that correspondence on application progress will be via email. Please check your spam/junk mail if you do not receive an email.

#### Important information for candidates

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##### Equal Opportunities

Mansfield College and the University of Oxford are equal opportunities employers and welcome applications from all suitably qualified candidates. Mansfield actively welcomes diversity amongst its staff and students and all reasonable adjustments will be made to the recruitment process, working arrangements and/or environment to accommodate applicants with any form of disability.

Applications are particularly welcome from Black, Asian, and Minority Ethnic candidates, who are currently under-represented in college posts at Mansfield.

Please let us know if you believe there are any reasonable adjustments we should be making to assist you with your application. If you feel that you have a disability which may affect your application, please let us know. Please also let us know of any reasonable adjustments that we would need to make for you to attend an interview.

##### Data Privacy

Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see: [GDPR Framework | Mansfield College, Oxford](#)

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