

MERTON COLLEGE

JUNIOR DEAN FOR WELFARE

FURTHER PARTICULARS FOR CANDIDATES AND REFEREES

- Job Title:** Junior Dean for Welfare
- Location:** Merton College
- Contract Type:** Fixed term for one year in the first instance, with the possibility of renewal up to a maximum of three years
- Start date** September 2024
- Remuneration:** Free board and lodging and meals (when the kitchens are open) and a stipend of £6,714.23 per annum
- Reporting to:** Senior Welfare Adviser (operational line manager) and Chaplain (Head of Welfare)

MERTON COLLEGE

Merton is one of the oldest and most beautiful colleges in Oxford, tucked away behind the High Street, with glorious views across Christ Church Meadows but within easy reach of other University buildings and the city centre.

We are a vibrant, diverse, inclusive community with a strong record of academic success. The College community currently comprises around 620 students (300 undergraduate and 320 graduate), alongside some 70 Fellows, 40 other academic staff, and over 100 members of support staff. More information about the College is available on our website: www.merton.ox.ac.uk.

JOB PURPOSE

The Junior Dean for Welfare assists in the provision of welfare support to the junior members of Merton College.

The College's Chaplain is the Head of Welfare and has overall responsibility for student welfare within the College. The Head of Welfare leads a Welfare Team which comprises a part-time College Nurse, a Senior Welfare Adviser, a Welfare and Disability Administrator and three Junior Deans for Welfare.

In addition, the Middle Common Room and Junior Common Room each elect two welfare representatives every year. These representatives, the JCR and MCR Presidents, and a number of other JCR representatives are trained as peer supporters. The College Doctors are Dr Leaver and Partners at the Jericho Health Centre.

A termly Welfare Forum, held over lunch, brings together JCR and MCR representatives, key College Officers and welfare team members, Merton link personnel in the Disability Advisory Service and Oxford University Counselling Service, and the College Doctors.

A full induction will be provided.

KEY RELATIONSHIPS

The Junior Dean for Welfare will need to develop a close working relationship with the other post holder and with all members of the Welfare Team. They will also work closely with:

- The Deputy Principal of Postmasters (the Junior Dean for Discipline).
- The Academic Registrar and Senior Tutor on student matters.
- The Head Porter and other Lodge Porters.
- College staff across a range of departments.
- Junior Members' welfare representatives.

DUTIES

1. The Junior Dean for Welfare will be expected to live in College at least between the start of 0th Week and the end of 9th Week each term.

2. The Junior Dean for Welfare will be part of an on-call rota, available to provide an immediate response to urgent welfare concerns. Exact hours on-call will vary week to week. However, from 0th – 9th week it would be typical for the Junior Dean for Welfare to be on-call for one to two weekdays each week, two to three evenings/nights each week and three weekends over the course of the term. Whilst there is some flexibility in the rota's compilation, the Junior Dean for Welfare is required to have good availability throughout the full term.
3. During vacation periods (outside of 0th – 9th week) the rota is organised so that one person is always available – both during the day and during evenings/nights. This rota is shared between the Junior Deans for Welfare and the Junior Dean for Discipline (Deputy Principal of Postmasters) and will equate to c. six weeks' vacation cover for each post holder over the course of the year. They will be expected to live in College during these duty periods.
4. When on-call, the Junior Dean for Welfare must be contactable by phone (provided by College) and able to return to College quickly if required – normally within 20 minutes. The Junior Dean for Welfare is expected to be a key point of contact within the College in the case of an urgent welfare concern occurring when they are on-call. Students are able to contact the on-call Junior Dean directly via a welfare number, which is diverted to the person on-call (a work phone is provided to each Junior Dean for Welfare). Junior members of College with welfare responsibilities (e.g. Welfare Reps and peer supporters) are also encouraged to contact the Junior Dean for Welfare should they require assistance in supporting a student. The duty porters will also alert the Junior Dean for Welfare to an urgent situation, and it will be important for them to liaise with the Lodge and appropriate College Officers and staff.
5. When on-call, the Junior Dean for Welfare will be expected to accompany students attending A&E in serious situations or if appropriate in other circumstances. The Junior Dean for Welfare will also be expected to assist the Head of Welfare, nurse and Senior Welfare Adviser in day-to-day support of students – e.g. checking in on students, or accompanying students to appointments if required when they are on-call.
6. The Junior Dean for Welfare will be expected to get to know many College members personally and to be a visible presence in the community. They will be an approachable first point of contact for students with a range of concerns. It is not intended that the Junior Dean for Welfare should develop long term pastoral relationships with students.
7. The Junior Dean for Welfare will be expected to be available to advise the JCR and MCR welfare representatives.
8. The Junior Dean for Welfare will be expected to attend the welfare co-ordination meeting held at the start of every term, to meet on a weekly basis in term with the other members of the welfare team, and to participate in the termly Welfare Forum. The post holder may be invited to attend other committees for items of business concerning welfare issues.
9. The Junior Dean for Welfare will be expected to provide support for welfare events in College – this includes contributing to events run by the Welfare Team in Freshers' Week, and assisting the Welfare and Disability Administrator and Senior Welfare Adviser in running welfare and wellbeing events at other times of year.
10. The Junior Dean for Welfare must keep a confidential written record of meetings with students, and contribute to the Head of Welfare's annual welfare report, including information on the numbers of students supported where appropriate, to the Warden and Tutors' Committee and to the Graduate Committee.
11. The Junior Dean for Welfare will be expected to attend training and supervision relevant to their role.

PERSON SPECIFICATION

Applicants should:

1. be engaged in academic study at Oxford University at postgraduate or postdoctoral level for the duration of the period in which this position is held. It is expected that the postholder's student experience is sufficiently recent to that of current students for the best performance of duties and, as such, the maximum duration of the post is limited to 2 years after completion of a doctorate. Please note that postgraduates of other Oxford colleges do not migrate to Merton on taking up this appointment;

2. be able to relate professionally and informally to, and work co-operatively with, a wide range of people including colleagues and the junior members of the College;
3. have excellent listening and interpersonal skills;
4. work effectively and constructively as part of a team;
5. demonstrate ability to work independently, take personal responsibility and possess the judgement to know how and when to take initiative and when to refer to others;
6. have a sound appreciation of the requirement for confidentiality allied with an awareness of the demands of the College's duty of care.
7. have tact, sensitivity and discretion in responding to matters of a personal and sometimes challenging nature.
8. be a visible, approachable and engaged member of the College community, and willing to proactively contribute to the student experience of Junior Members.
9. be able to demonstrate an interest in student welfare issues, and be committed to promoting a welcoming and inclusive College environment in which students feel well supported.
10. be highly reliable, and willing and able to have a high degree of flexibility and availability in discharging duties.
11. have had at least one year's experience of academic life in Oxford or Cambridge or of holding a comparable position elsewhere, by September 2024.

Prior experience of a welfare role will be an advantage.

TERMS AND CONDITIONS

1. The Junior Dean for Welfare will receive a grant of £6,714.23 per annum.
2. The Junior Dean for Welfare will be entitled to free board. They may take all meals with the junior members in Hall free of charge when the when the kitchens are open. In addition, the post holder will have the right to two free lunches and two free dinners per week at the Common Table (High Table).
3. The Junior Dean for Welfare will be provided with free single accommodation with access to a shared kitchen.
4. The Junior Dean for Welfare will be appointed until 31 August 2025 in the first instance. The appointment will be reviewed during Trinity Term 2025 and may be renewed for a further period, up to a maximum of three years.
5. Employment is conditional upon satisfactory provision of proof of the right to work in the United Kingdom and a satisfactory Disclosure and Barring Service check.
6. The College believes that the post is compatible with Education Committee's guidelines on paid work by postgraduate students – see <https://academic.admin.ox.ac.uk/policies/paid-word-guidelines-graduate-students>
7. Individuals engaged in postgraduate or postdoctoral level study at the University of Oxford are eligible to apply. In line with the duties outlined above, the maximum duration of the post is limited to 2 years after completion of a doctorate.

APPLICATION PROCESS

Those wishing to apply for this post should complete the online application form at <http://www.merton.ox.ac.uk/about-merton/vacancies> and upload the following documents **as a single PDF document named in the format 'Last name First name Application' and in this exact order:**

- a covering letter outlining their motivation for applying and how their skills and experience equip them to undertake it
- a curriculum vitae

- an outline no more than 500 words long of the academic work which the applicant intends to undertake.

The closing date for applications is **12noon Monday, 13th May 2024**. Late applications will not be accepted.

Applicants are also encouraged to upload an Equal Opportunities Recruitment Monitoring form, which should be separate to the application. The information collected on the equal opportunities recruitment monitoring form does **not** form part of the selection process and will not be circulated to the selection panel. It will be used solely to monitor the effectiveness of the College's equality policy which is published at <https://www.merton.ox.ac.uk/college-policies> .

References

When completing the application form, you will be asked to provide two references. Applicants should ask their referees to send references direct to the HR team at vacancies@merton.ox.ac.uk. **Applicants are responsible for requesting references from their referees and for ensuring that references arrive by 12noon on the closing date of 13th May 2024**. Applicants should therefore give referees enough time to write in their support. The College will **not** request references directly from referees.

Applicants should ask referees to name their reference document with the applicant's name in the format '**Last Name First Name Junior Dean for Welfare Reference Last Name of Referee**'. If the applicant is a registered graduate student, one of the referees must be the applicant's University supervisor. Hard copy signed references will be required for the successful candidate.

Applicants are also requested to inform their referees that, under the 1998 Data Protection Act, the references they provide will be regarded as disclosable to the subject of the reference unless marked "**strictly confidential**". This instruction must appear on the letter of reference itself and not just on the envelope in which the letter is contained. Referees should also be asked to note that even where a reference is marked "strictly confidential" it could still be disclosed to the subject of the reference if that subject so requested and the College's Data Protection Officer deemed it appropriate.

The position may be discussed with the Senior Welfare Adviser, Jenny Barrett (email: jennifer.barrett@merton.ox.ac.uk) or the Chaplain, Simon Jones (email: simon.jones@merton.ox.ac.uk).

It is anticipated that interviews will be held in the week commencing **27th May 2024**. The closing date for applications is **12noon on Monday, 13th May 2024** and references should reach vacancies@merton.ox.ac.uk by this date.

EQUAL OPPORTUNITIES

This appointment will be determined only by personal merit and the application of criteria related to the duties of the post. No applicant will be treated less favourably than another because of sex, marital status or civil partnership, pregnancy or maternity, racial group, disability, age, religion and beliefs, gender reassignment or sexual orientation.

The College is committed to improving employment opportunities for ethnic minorities. We therefore particularly welcome applications from Black, Asian and Minority Ethnic (BAME) candidates as well as other under-represented groups.

PRIVACY NOTICE

To view our Privacy notice please see here <https://www.merton.ox.ac.uk/privacy-notices-and-ropas> .

Merton College is an Equal Opportunities Employer.