

JOB DESCRIPTION

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| Job title | Welfare Dean |
| Location | Oriel College, Oriel Square, Oxford OX1 4EW |
| Salary | £5,764 per annum |
| Contract type | Fixed-term contract: 2 terms (8 months) to start from 1 st September 2025. |
| Reporting to | Chaplain and Senior Dean |

Junior Deans – Further Particulars

The College wishes to appoint a Welfare Dean on a fixed-term contract for 2 terms (8 months) to start from 1st September 2025.

Oriel College

Oriel is a sociable and attractive College in the centre of Oxford. Founded in 1326 by King Edward II, it is the fifth oldest of Oxford's Colleges. The student body is made up of approximately 330 undergraduates studying a wide variety of courses in arts and sciences and of approximately 270 postgraduate or research students working towards Masters' degrees or Doctorates in a broad range of subjects. They come from all kinds of schools, backgrounds and countries. All candidates for admission are considered on the basis of their own individual merits and potential. Oriel College employs over 100 academic staff in approximately 30 subjects, and 150 non-academic and support staff.

The Welfare Team

The appointee will join a dedicated Welfare Team in the College, consisting of the Senior Dean, two Junior Deans, two Welfare Deans, the Chaplain, the College Nurse and the Academic Registrar. The team works closely with the College GPs at the Jericho Health Centre, the University's Counselling Service and with other departments within Oriel, including the accommodation office and the lodge.

About the Posts

The Welfare Deans undertake a range of duties to help maintain an inclusive and welcoming College environment that is conducive to academic work and to peaceful and safe communal living. They do so in particular by upholding College regulations, especially in the evenings, overnight and at weekends, and by supporting students in making the most of their academic and non-academic opportunities.

The 'Welfare Deans' are Junior Deans with particular welfare responsibilities for junior members of the College. The Welfare Deans do not undertake any regular disciplinary role. While they share some responsibilities of the Junior Deans, their emphasis is on supporting undergraduate and graduate students by helping them connect with

appropriate welfare support services in the College, University and elsewhere. It is not the role of the Welfare Deans to provide counselling to students.

We are therefore looking for students who are mature, responsible, excellent communicators and who are able to set an example in College for their peers. They must be able to make judgements with confidence, be unafraid to challenge others, observe discretion, be proactive and be able to think on their feet as events unfold. They must be able to work closely and collaboratively on a day-to-day basis with the Senior Dean, Chaplain, Nurse and Academic Registrar, seeking confidential advice, support and direction in the performance of their duties from senior members of the team, especially when cases that are more serious arise.

General Obligations:

You are expected to:

- work effectively and collaboratively as a member of a team.
- take responsibility for your own personal development and be willing to undertake training to improve your personal performance and knowledge.
- understand your responsibilities under Oriel College's policies and procedures and ensure that you comply with them.
- perform duties not specifically identified in the job description but which are in line with the general responsibilities of the post.
- provide the highest quality services and work to continually improve standards.
- maintain an appropriate boundary between the personal and the professional.

Duties Common to Junior and Welfare Deans

- Share on-call duties with the other Junior Dean and Welfare Deans in responding to urgent situations
- Provide on-the-spot welfare support, e.g. assistance in a medical emergency, emotional and practical support during a crisis or other extraordinary circumstance, e.g. pandemic
- Undertake any other duties which the Senior Dean may reasonably request from time to time.
- Assist the Academic Office during college collections and university exam periods.
- Attend College Liaison Meetings in rotation with other Deans (once a week in term), Welfare Team meetings (once a week in term), Equality Committee in rotation with other Deans (once a term), Joint Consultative Committee (twice a term) and Welfare Lunches (once a term).

Duties of the Welfare Deans:

- Work with the wider team to provide access to welfare support to Oriel students.
- Listen to students in an empathetic, supportive, discrete and non-judgmental manner.
- Refer students to appropriate information and sources of further help, both inside and outside the College, on a broad range of welfare issues.
- Organise a range of welfare activities for Oriel students.
- Work closely with the Chaplain, the Nurse, and the Disability, Equality and Diversity Contact in their welfare provision.
- Assist the Junior Deans, if required, to oversee the smooth running of approved student and entz events.

The Welfare Deans should get to know the students, including by taking some meals with them. For this purpose, they may be required by the Senior Dean to organise and/or be involved in social functions for all students.

The College requires the Welfare Dean to attend training sessions for Junior Deans as organised by the Counselling Service at the start of September (approximately 30 hours over 2 weeks), as well as to undertake a First Aid course at the College's expense. In addition, the Welfare Dean will be expected to attend further training sessions as directed by the Senior Dean, such as Fire Marshal training or 'Listening Skills', 'Sexual Violence Awareness' and 'Harassment' courses.

The job descriptions may from time to time be amended by the College and in addition to the duties Candidates must be in good academic standing, must have excellent interpersonal and listening skills, and good organisational skills and tact. They must demonstrate high standards of personal and professional integrity, personal responsibility, judgment and resilience. Applicants will possess problem-solving skills, and will be effective communicators. They will be willing to work effectively and constructively as part of a team and will be able to relate professionally and informally to a wide range of people in College.

It is essential that the Welfare Deans should enjoy the respect of their peers, and be able to command both trust and authority. They should be sensitive to the potential for their personal engagement in College life to affect perceptions of how they carry out their decanal role.

The successful applicant will normally be a senior graduate student, but may possibly hold a postdoctoral or similar appointment. Existing membership of Oriel College is not essential, but we would require a graduate student who is currently a member of another college to migrate to Oriel College if appointed to the post. A successful Dean acts as a tactful liaison officer between junior and senior members of the College. For the better performance of these duties Welfare Deans are required to reside in College accommodation.

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 |
|---|------------------|------------------|
| <i>Knowledge and Qualifications</i> | | |
| Graduate student at the University of Oxford | | x |
| At least one year of study remaining at the University of Oxford if a student | x | |
| Current first aid qualification | | x |
| <i>Experience</i> | | |
| Experience of handling/resolving welfare issues | x | |
| Experience in a similar role within a Higher Education environment | | x |
| Junior Dean / Peer support training | | x |
| Experience of fostering an inclusive and welcoming environment and/or tackling discrimination | | x |
| <i>Skills and Competencies</i> | | |

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| Excellent interpersonal and communication skills (oral and written) | x | |
| Excellent organisational skills | x | |
| Ability to effectively influence and/ or persuade others | x | |
| Ability to work without supervision and under pressure | x | |
| Ability to handle sensitive and confidential matters with discretion and initiative | x | |
| Ability to work flexibly and as part of a team | x | |

Terms:

- The College will provide accommodation free of charge in a single-person set all year round, internet access, and lunch and dinner whenever they are provided for students or staff. The Deans may take these meals at high table (including Guest Nights) or with the students (it is expected that on a weekly basis they will take some of their meals with the students, in line with the duties specified above).
- The Deans are Full Members of the SCR.
- The Deans are responsible to the Senior Dean.
- The post will have a stipend of £5,764 (subject to annual review).
- Employment is conditional upon evidence of entitlement to live and work in the United Kingdom, and upon evidence of good academic standing for graduate students.

Conditions:

- The Welfare Dean is expected to be in residence in college accommodation from Sunday 0th week to Saturday 10th week in each term; except that before Michaelmas Term, they should also be in residence in minus 1st week.
- Applicants should note that the responsibilities of the position involve dealing with incidents and it is likely to involve some unscheduled periods of temporarily time-consuming work at short notice. Deans should monitor their hours and discuss them with the Senior Dean if required.
- The Welfare Deanships are fixed-term appointments and are subject to a one-term probationary period. The post will normally be held by a senior graduate student (i.e. taken up by a student in the second or third year of a graduate programme) who has a secure financial position. The position should not be used as a student's primary source of funding. Applications from those holding postdoctoral or similar appointments in University departments may also be considered.

Applications:

Applicants should apply by email, providing a full curriculum vitae and completing the application form provided, including the names and contact details of two referees, by noon on 14 May 2025 to recruitment@riel.ox.ac.uk.

Applicants are asked to ensure that their referees send their references direct to the same address no later than noon on 14 May 2025. If the applicant is a registered graduate student, one of the referees must be the applicant's University supervisor.

Applicants who are graduate students must specify their primary source of funding. The Dean position is not intended to be that source.

Notes for Referees

Referees are asked to comment in their reference on the general suitability of the candidate for the post and on the extent to which he or she fulfils the person specification. The College will be very grateful if the academic supervisor could in particular offer a judgment whether a candidate seems likely to be able to combine holding one of the positions with continued good academic progress. If a referee has been invited to act as a referee for more than one candidate, the referee is asked to supply the College with a comparative evaluation. If the referee feels that the College is unlikely to wish to pursue a candidacy, then the referee is asked to provide a brief note to that effect.

Appointment procedure

Applications for this post will be considered by a selection committee containing a Fellow of the College. The selection committee is responsible for conducting all aspects of the recruitment and selection process; the appointment will be confirmed by the Governing Body of Oriel College on the basis of the recommendation made by the selection committee.

About Oriel

Oriel College is the 5th oldest Oxford College of the 39 self-governing and independent colleges within the University of Oxford and the oldest Royal Foundation; in 2026 we will be celebrating our 700th birthday. Described by our students as 'the perfect size', with around 600 students we're slightly smaller than the average Oxford college, and our community is tight knit and friendly. Oriel brings together a world-class academic community of leading academics and researchers with high achieving and motivated students, underpinned by around 120 people working in the professional support teams.

Located right in the middle of Oxford in beautiful buildings, the College has a rich history and has been home to Saint John Henry Newman, Saint Thomas More, Sir Walter Raleigh and two Noble Laureates, amongst many other influential thinkers.

For more information about Oriel College, please visit <https://www.oriel.ox.ac.uk/>

Pre-Employment Screening

All appointments are subject to proof of the candidate's legal right to work in the UK and receipt of satisfactory references.

You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Data Protection

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.

The College exists to promote excellence in education and research and is actively committed to the principle of equality of opportunity for all suitably qualified candidates.