

# RESIDENTIAL ADVISER

RECRUITMENT PACK

2025/26



# WELCOME

As a Residential Adviser, you provide a vital service to students by not only offering pastoral support but also by enhancing the experience of residents through building community in Halls.

By becoming an RA you are also joining a much larger team of staff across the Halls and University that are here to support our students during their time with us. This role will provide you with new experiences, and challenges and expand your skill set which will continue to serve you in the future.

This handbook will provide you with all the information regarding the application and process.





# OVERVIEW

## of the Residential Advisor Role

Residential Advisers live within the Hall of Residence to provide support to student residents. The role of the RA is varied, and covers three key areas: providing pastoral support and guidance to students; community building and events; and acting as a first responder to incidents.

### Pastoral Support and Guidance

Residential Advisers are accountable for a group of approximately 80 students by keeping regular contact through check-ins, flat visits, and email. They provide general welfare support and guidance, including signposting to other support services both internal and external.

### Community building and events

The Residential Adviser assists in creating a sense of community and a peaceful living environment for students in the hall. They also work with the Halls Life Team to organize activities and events for residents.

### First responder role

The Residential Adviser provides overnight support for students in their Hall by responding to calls ranging from noise complaints to welfare concerns and acting as a first responder to serious incidents requiring emergency services. They serve as the first point of contact for students, emergency services, Campus Support staff, and members of the local community.

Due to the nature of this role, residential advisers need to manage challenging situations, make quick decisions, prioritize self-care, and work with hall and university teams to handle incidents.

## GOOD TO KNOW



### Living environment

Residential Advisers will be provided with FREE accommodation in recognition of the vital service they provide within our halls of residence. There are a range of living options available to Residential Advisers, from shared RA flats to individual studio apartments.

You will be given the opportunity to state your preference on your application form, though allocations will be made based on where support is needed most. **Take a look** at the different accommodation and room types we have available at the University.

Melville Grove and Tudor Close are two great locations to be an Residential Adviser. Here, you'll share a house with other RAs (sharing bathrooms) and in light of this have a reduced cohort of students that you are responsible for. Where other sites have a cohort of 80 students, you will have just 40.

# RA ROLE & RESPONSIBILITIES

MAIN RESPONSIBILITIES	
<p>Provide pastoral support to a cohort of students. Maintain regular contact with students on a fortnightly basis</p>	<p>To support the promotion and delivery of activities organised for the Hall by the Halls Life Team or Hall Student Committee, including staffing events.</p>
<p>Record all engagements using the Student Life incident management system. Submit reports via Student Life by 10 am the following morning.</p>	<p>To advise students on straightforward matters concerning welfare and to direct students to appropriate specialist advice services provided by the University or external organisations</p>
<p>To support the promotion and delivery of activities organised for the Hall by the Halls Life Team or Hall Student Committee, including staffing events.</p>	<p>To assist with the smooth running of arrivals weekends. Depending on the cohort of students within the Hall, this may include arrival periods across the year for Postgraduate, Undergraduate, Study Abroad and Pre-Sessional Students, or other groups, as relevant.</p>
<p>Conduct interactions through flat visits or online check-in chats as appropriate.</p>	<p>To maintain good relationships with Hall Management, Halls Life, Accommodation Office and other University staff</p>
<p>To assist the Warden and Sub Warden with note-taking in disciplinary and pastoral meetings with students.</p>	<p>To assist with the 6 monthly Student Fire Alarm Evacuation Drills (where applicable) with the Hall Warden and Hall Manager.</p>
<p>To organise events and activities for your own group of students at regular intervals across the year, with advice and support from the Halls Life team.</p>	<p>To assist the Halls Life Team in raising awareness of relevant extra curricular opportunities available to Halls students, including sporting opportunities provided via Sport Liverpool.</p>
<p>To maintain good relationships with Hall Management, Halls Life, Accommodation Office and other University staff.</p>	<p>To promote and maintain an atmosphere where student residents can enjoy themselves while respecting others' rights to peace and quiet.</p>
<p>To deal with cases of student damage promptly on receipt of a notice from Halls staff.</p>	<p>To encourage respect for the University/Hall property and the environment To ensure that social spaces within the hall are used appropriately</p>
<p>To be aware of own well-being including mental health wellbeing and seek advice and/or support where appropriate to do so.</p>	<p>To assist in marketing and promotional activities for the Accommodation, such as Open Days and webinars, and RA recruitment activities.</p>
<p>To attend the annual Residential Adviser Conference, normally held in September each year. To commit to further training as part of your Continuing Professional Development programme, and ensure all mandatory training is completed.</p>	<p>As part of a Duty Rota, to provide an overnight on-call service to students within their hall and be a first responder to any incidents that may occur. This Duty Rota will include vacation and summer periods and may include cover for a group of Halls or a different Hall location.</p>

# Eligibility



## To be eligible for a Resident Advisor position, you must:

1. Be a registered Postgraduate or Returning Undergraduate (2nd year and above) student of the University of Liverpool for the 2025/26 academic session
2. Be a permanent member of staff of the University of Liverpool, holding a substantive rather than casual post for the 2025/26 academic session. If there is a high volume of applications, priority will be given to students who have applied over staff members.

## To apply for the position:

Current students, alumni, and staff of the University of Liverpool must submit their applications via the Careers platform, Handshake. A link will be posted on this page to the vacancy or it can be searched on Handshake using 'Residential Adviser' as the search request.

New students who will be starting studies for the 2025/26 academic session and cannot gain access to Handshake are still welcome to apply. You will need to email [accommodation@liverpool.ac.uk](mailto:accommodation@liverpool.ac.uk) to express your interest and we will send you the Competency Question Sheet and request your CV for consideration. A video interview link will also be sent.

# Team Structure

	Warden	Sub Warden	Residential Advisors
Crown Place	2	1	19
Dover Court	1	1	5
Philharmonic Court	1	1	6
Tudor Close	1	1	3
Vine Court	1	1	10
Melville Grove	1	1	8
Greenbank Student Village	2	4	20

# Recruitment Timeline

1

## FEBRUARY

### Online application opens

If you are currently studying at the University Of Liverpool you can make your application on Handshake.

If you are a new student that's not yet registered please email us at [accommodation@liverpool.ac.uk](mailto:accommodation@liverpool.ac.uk) and we will send you a application form to be completed.



2

## MARCH - JUNE

### Application are reviewed

During the months listed, applications will be getting reviewed by the accommodation office. As we deal with a large number of applications, please be patience during this time.



3

## JUNE - JULY

### Candidates will be shortlisted and invited to interview.

Any student who has made an application will receive confirmation if they have been shortlisted or unsuccessful. Any student that has been successful will be invited to interview by the Wardens.



4

## AUGUST

### Offer(s) made

Any candidate who receives an offer will be required to accept/decline the offer. After this, we will confirm the accomodation with the candidate and arrange a move in date.







***“Since being an RA, I’ve gained a lot of leadership and organisational skills. I’ve also got to know some incredible people within the team which has been really nice. I enjoy meeting new students and running social events in the accommodation. You can get really creative with RA events so I enjoy doing that. The free rent and gym membership is a lovely bonus!”***

**Rhema  
RESIDENTIAL ADVISER**

# REQUIRED DATES

**\*Dates are subject to change based on the university calendar or unforeseen changes in policy, schedules, etc.**

The University provides all Resident Advisors with a mandatory and comprehensive training program before they commence their roles and includes topics such as Mental Health First Aid, First Aid, boundaries & confidentiality, event training, dealing with incidents, self-care, and suicide awareness

All appointed Resident Advisors are expected to complete the mandatory training program and failure to do so will result in the voluntary agreement being terminated.



- Residential Advisors can move in from the 1st of September 2025
- All RA's will be expected to attend the RA Conference this is typically in the 1st week of September inclusive 9:00am – 5:00pm each day.
- All RA's will be expected to be available between the 11th - 14th September to cover the Undergraduate arrival weekend
- They must all support the Halls Life team with their events through-out the year and the Welcome activities.



*"Being an RA has allowed me to learn lots of valuable new skills and also put them into practice alongside my studies. It is also great for social opportunities. I have met lots of new people, both on the team and the wider university staff, who I might not have come across in my normal studies. My advice is to be yourself and answer the interview questions honestly. Reflect on your past experiences and how skills you may have gained from these would be useful in scenarios that may arise during your time as an RA."*

Patrick, Resident  
Advisor

# LIVING ARRANGEMENTS

Residential Advisers will be provided with FREE accommodation in recognition of the vital service they provide within our halls of residence.

## OUR HALLS OF RESIDENCE

We have 7 university halls of residence located which include

- Crown Place
- Vine Court
- Melville Grove
- Tudor Close
- Dover Court
- Greenbank Student Village
- Philharmonic Court

There are a range of living options available to Residential Advisers, from shared RA flats to individual studio apartments.

You will be given the opportunity to state your preference on your application form, though allocations will be made based on where support is needed most. **Take a look** at the different accommodation and room types we have available at the University.

Melville Grove and Tudor Close are two great locations to be an Residential Adviser. Here, you'll share a house with other RAs (sharing bathrooms) and in light of this have a reduced cohort of students that you are responsible for. Where other sites have a cohort of 80 students, you will have just 40.



Find out more about our halls of residence by visiting:

[www.liverpool.ac.uk/accommodation/find-accommodation/](http://www.liverpool.ac.uk/accommodation/find-accommodation/)



# FAQs

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## 01. How do I apply?

Current students, alumni, and staff of the University of Liverpool must submit their applications via the Careers platform, Handshake. Once on Handshake, you can search for the job title 'Residential Adviser'.

New students starting studies for the 2025/26 academic session who cannot gain access to Handshake are also welcome to apply. You will need to contact [accommodation@liverpool.ac.uk](mailto:accommodation@liverpool.ac.uk) to express your interest and we will send you the Competency Question Sheet and request your CV.

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## 02. Who can apply?

To apply you must be:

- 1.A registered Postgraduate or Returning Undergraduate (2nd year and above) student of the University of Liverpool for the full 2025/26 academic session (September 2025 to August 2026)
  - 2.A member of staff of the University of Liverpool, holding a substantive rather than casual post for the full 2025/26 academic session. If there is a high volume of applications, priority will be given to students who have applied over staff members.
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## 03. Can I choose where I want to be an RA?

You can mention your preference with regards to hall location on your application form you can also confirm once at the formal interview or assessment centre stage. If there is a vacancy within your preferred team and the recruiting warden feels that you would be a good fit, then you would be offered a position there. If your preferred hall has no vacancies, you may be offered a room at an alternative hall.

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## 04. How often will I be on duty?

This varies by hall and is subject to change but typically, you would be on duty one night a week. This would be 8pm – 8am on weeknights and 6pm – 8am on weekends. When you are not on duty, you would still be expected to be available and willing to get involved during key times in the academic year, especially to support Halls Life events designed to improve the student experience. More information on being on duty and other role expectations can be found within the job description.