



CHRIST CHURCH
UNIVERSITY OF OXFORD

Warden
Further Particulars

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| Job title | Warden |
| Location | Christ Church and its sites. Off-site working may be required from time-to-time. |
| Department | Welfare Team |
| Contract type | Fixed-Term from Michaelmas Term until end of 10 th week of Trinity Term, with the potential for contract renewal for 2026 – 2027. |
| Responsible to | The Wardens work under the overall management of the Junior Censor and report operationally to the Welfare Manager on a day-to-day basis. Wardens also work closely with the College Nurse; Porters' Lodge team; Academic Registrar; College Counsellor; Welfare Tutors; JCR and GCR welfare reps and peer supporters. |
| Application deadline | Monday 31 March 2025 at noon |
| Vacancy reference | HT25_014 |
| Additional information | This post is subject to a probationary period of one term. |

Overview of Christ Church

Cardinal Wolsey founded Cardinal's College on the site now occupied by Christ Church in 1525. The institution was re-founded twice by Henry VIII, first in 1532 as King Henry VIII's College, and again in 1546 as Christ Church, a college of the University of Oxford and the Cathedral Church of the recently created Diocese of Oxford.

Christ Church has approximately 470 undergraduate and 270 graduate students. Its junior members study almost all the major academic disciplines in the Humanities, Social Sciences and Sciences, as do its senior academic staff (60). It aims at high academic achievement and individual fulfilment in a friendly, tolerant and mutually supportive environment.

The head of Christ Church is the Dean whilst the College's academic functions are overseen by the Senior Censor. More general information about the College may be obtained at www.chch.ox.ac.uk.

Christ Church provides all our staff with a welcoming and inclusive workplace that enables everyone to develop and to do their best work. Join us and you will find a friendly, vibrant, democratic, and international community.

Overview of the Warden role

The newly appointed Warden will join a team of three, with each Warden supporting the Junior Censor, Welfare Manager, and the wider welfare Team in promoting the welfare of Christ Church students and maintaining a positive academic and social environment for all. This will involve helping students to understand and resolve problems, managing minor discipline matters directly when relevant and reporting more serious misdemeanours and referring to senior staff when appropriate.

This fixed-term post is an excellent opportunity for a graduate student to develop experience of pastoral responsibility in a Higher Education setting and play a fulfilling role in a friendly college. The role is intended to provide a time-limited period of training and development, and it is a requirement of the role that the post-holder is a current graduate student at the University of Oxford. Therefore, for these reasons the appointment carries with it no expectation of permanent employment at Christ Church.

Main duties and responsibilities:

Promoting welfare and communication

- Support the Welfare Manager, College Nurse and other members of the College's Welfare team. Their welfare role will, when appropriate, involve signposting internal and external health and welfare services for students, acting as first points of contact in some circumstances, and liaising over causes for concern.
- Act as a channel for communication between senior members of the community and students, including through service as member of the College Welfare Forum (CWF) which meets twice a term, and through regular meetings with the Censors, Welfare Manager, other Wardens and members of the Welfare team.

Fostering community spirit

- Act as a 'friendly face' for students by being accessible and a welcoming presence at events, and by maintaining good relations with the JCR and GCR.
- Support the Welfare Manager and Academic Registrar in organising and delivering Freshers' Week events.

Supporting non-academic discipline

- Act as a representative of the Junior Censor to promote a culture conducive to study, ensuring students comply with College regulations and the terms of the residential licence agreement, and referring infringements promptly.
- Supervision of functions such as balls, BOPs and parties, working with security services and the Lodge team to ensure safety and regulatory compliance.

Responding to emergencies

- Be available to help with the response to emergencies, assisting Lodge porters in the event of fire (Wardens are not expected to respond to fire alarms unless requested to do so by the Duty Porter) and attending at locations such as (but not confined to) other colleges, nightclubs and off-site health and welfare services.

Other duties

Wardens may be asked to undertake other occasional duties, as reasonably requested by the Junior Censor, Welfare Manager and Academic Registrar. Such duties might include invigilating College examinations, taking minutes for the CWF, and maintaining and updating internal welfare documents.

The above is not an exhaustive list of duties. Wardens will be expected to carry out other duties, commensurate with the grade and responsibilities of the role, in related areas which the Junior Censor and Welfare Manager may reasonably expect, and all employees are expected to work collaboratively to support the overall work of Christ Church.

Training and development

Mandatory training for the role of Warden is as follows:

- Emergency First Aid at Work
- Supporting Students in Difficulty or equivalent
- Responding to Disclosures of Sexual Violence
- Junior Dean Supervision training
- Fire safety
- Level 1/Level 2 Child + Adult Safeguarding
- PREVENT

- Junior Dean Supervision twice per term

The postholder may also be asked to undertake other training from time to time.

Selection criteria

Essential - Knowledge, Skills and Experience

You will be a matriculated graduate student at the University of Oxford in 2024/2025, with at least one further year of study remaining. You will show understanding of, and sympathy for, college and university life and its structures, as well as for students, and will demonstrate evidence of the following qualities:

- Evidence of sound judgement and problem-solving skills
- Proven ability to work effectively and constructively, both independently and as part of a team
- Demonstrable personal resilience and adaptability
- Evidence of having taken responsibility and demonstrating excellent organisational skills
- Proven ability of demonstrating discretion and sensitivity along with an understanding of issues of confidentiality
- Evidence of strong communication and listening skills, and the ability to interact with a wide range of people without being judgmental
- Evidence of a flexible approach to work, with a cooperative and collaborative attitude, ensuring excellent standards of service are maintained at all times
- Experience of balancing approachability with natural authority
- A commitment to promoting awareness and understanding of equality, diversity and inclusion (EDI).

Desirable

- Significant relevant experience gained in a comparable role in higher education or a similar environment
- First Aid certificate.

The appointment will be conditional on confirmation of an enhanced DBS check

Terms and conditions

Working hours:

- The role of Warden requires a high level of availability to students. The Wardens period of duty is from 0th Week to 10th Week inclusive, plus one additional week each during the Easter vacation, the exact week to be agreed with the Welfare Manager
- A flexible approach to working hours is required as the responsibilities and working pattern of the Wardens dictate that collectively, at least one Warden is required to be on call between:
 - Weeknights: the on-duty Warden must be within 15 minutes' reach of the Porters' Lodge between the hours of 17.00 and 9.00am the next morning;
 - Saturdays and Sundays: The on-duty Warden must be within 15 minutes reach of the Porters' Lodge during the day on a Saturday and a Sunday between the hours of 09:00am and 17:00;
 - Saturday and Sunday evenings between the hours of 17:00 and 09:00am the next morning, the on-duty Warden must be within 15 minutes' reach of the Porters' Lodge.

It is not expected that a Warden will be called out for more than 10 hours per week on a regular basis. It is possible, but unlikely, that on the occasional week the 'worked' hours may exceed 10 hours but it is expected that the lower call out on other weeks will even this out so that the contracted 11 weeks x 10 hours = 110 hours is not exceeded. If there are exceptional circumstances and it looks as though the hours will exceed 110 hours in a term the Warden should speak to the Junior Censor and Welfare Manager at the earliest opportunity.

The hours worked must never exceed 20 hours in any one week. If it appears that this will be problematic it must be brought to the attention of the Junior Censor or Welfare Manager.

Wardens who require a work visa must ensure that the terms of their visa allow them to undertake the duties of the post. The post should call for no more than 20 working hours per week, making it compatible with a student visa. Student visa holders would need to alert the Junior Censor and Welfare Manager immediately if they risk exceeding this limit

Salary:

- This appointment will be University Grade 4, NSP 16.
- The pro rata salary is £5443.20 per annum (current rates).

The salary is inclusive of holiday pay. Wardens will receive the salary (stated above) paid over 10 months. Annual leave must be taken outside the required availability during term time.

Employee benefits

- Free single accommodation in Christ Church for duration of appointment (Christ Church reserves the right to request that rooms be vacated (and Wardens be moved to another room) for any necessary repairs, maintenance or other operational reasons). The Wardens must vacate their accommodation at the end of 10th week (Trinity term); however, if they are due to continue their Warden role at the start of the following academic year they will be allowed to stay in their accommodation for the long vacation without charge.
- Free meals in Hall when the kitchens are open
- Employee Assistance Programme alongside dedicated support both within the college and wider University for your personal and career development.
- Members are also welcome to use the free University pool and gym

How to apply

Please apply using the online application form available at:

https://app.casc.cam.ac.uk/fas_live/chchwarden/

This must be no later than the deadline of **noon on Monday 31 March 2025**. Applications received after this time will not be considered.

Application documents should include:

- A letter of application addressed to the Junior Censor, stating your interest in the role and explaining how you meet the selection criteria outlined in this document, using examples of your knowledge, skills and experience wherever possible.
- A curriculum vitae (C.V.)
- The contact details of two referees. References will be taken up for the successful candidates.

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

The successful candidate must have the right to work in the UK and will be asked for proof of identity and will also be required to undergo an enhanced DBS check.

Interviews

We expect to hold interviews on **23 April 2025**. Christ Church welcomes applications from candidates who have a disability or long-term health condition and is committed to providing long term support. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview.

It is with regret that we are unable to provide feedback to non-short-listed applicants.

If you need help

If you have any questions regarding the application process, please contact academic.recruitment@chch.ox.ac.uk. Candidates are also welcome to contact the Welfare Manager on welfare@chch.ox.ac.uk for an informal discussion about this post. All enquiries will be treated with strict confidence and will not form part of the selection decision.

Data Privacy

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Equality of Opportunity

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, sex, or sexual orientation.