



JOB DESCRIPTION

POST: Faculty Wellbeing Adviser (Faculty and Peer Support)

DATE: August 2017

SERVICE: Student Services

POST NO: STU-B86

STARTING DATE: As soon as possible

SALARY RANGE: Grade 6 - £27,285 - £32,548 per annum, pro rata (actual salary £23,653.28 - £28,215.76)

HOURS: 37 hours per week, 40 weeks

INDEFINITE/FIXED TERM: Indefinite

REPORTING TO: Counselling and Mental Health Support Manager

THE POST

Student Services provides information, advice and guidance to students and staff across the University. You will provide practical advice and guidance to Faculty colleagues on identifying, supporting and making appropriate referrals for students with mental health concerns. You will also lead on developing peer support networks in the area of mental health and you will also provide support to students as required.

Sited within the Wellbeing team in Student Services, this post is responsible for developing and maintaining support and guidance to Faculty staff (academic and professional) in relation to student mental health. Reporting to the Counselling and Mental Health Support Manager, the post holder will work closely with all four Faculties, providing practical advice, guidance and training, and enabling them to give positive, informed, inclusive and appropriate support to students.

The post is also responsible for developing peer support for wellbeing at the University, understanding the unique potential of the student community in developing an inclusive and positive approach to mental health.

The successful post holder will also take the lead on health promotion activities within the University community, with a focus on student wellbeing.

MAIN DUTIES AND RESPONSIBILITIES

1. Establish effective working relationships with Faculties to ensure Faculty staff (academic and professional) are confident and capable in effectively supporting students with mental health difficulties.
2. Develop, lead on and deliver a wide range of events and training programmes to increase understanding of the areas of mental health across the University and, particularly in Faculties, support continuous professional development on the subject of mental health. This will include working with external partners, the voluntary sector and other organisations.
3. Lead on developing the Student Listeners joint initiative with the Student Union, and support the Students' Union in developing Nightline provision, as well as identifying and initiating new peer support activities.
4. Offer 1:1 appointments, group support or drop-ins as required to students requiring mental health support and guidance, referring on to the Wellbeing Advisers or other Student Services support as appropriate.
5. Work with the whole of Student Services, and the Wellbeing Service in particular, to review service quality and improve the effectiveness of the support offered to students and Faculty staff to manage issues relating to poor mental health on campus.
6. Work with the Wellbeing Advisers and Counsellors to maintain comprehensive, accessible and up-to-date resources and information on mental wellbeing support for both students and concerned staff.
7. Support the Wellbeing Administrator (Counselling and Mental Health) in the regular review and update of hard copy leaflets and hand-outs, intranet and internet resources, and any other resources produced by the counselling and mental health teams, with a particular focus on Faculty facing information.
8. Lead on identifying and running other health promotion events with a specific focus on student wellbeing.
9. Contribute to projects or working groups to further develop good mental health support within Faculties.
10. Develop and maintain efficient administrative procedures and systems including the use of IT, such as social media and on-line booking systems. Contribute to reports including providing relevant data as required.
11. Contribute to continuous quality improvement in line with current sector standards and as required by the Head of Wellbeing and/or Director of Student Services.
12. Keep professionally up-to-date through personal professional development, including University Mental Health Advisers' network (UMHAN) events where relevant.
13. Assist with other Wellbeing service duties and events including Open Days; this will involve some weekend and evening work

14. Any other reasonable duties as required by the Head of Wellbeing and/or Director of Student Services.

General Information

It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be fully consulted on any proposed amendments.

CONDITIONS OF SERVICE

The appointment will be at Grade 6, with a salary range of £27,285 to £28,936 per annum, pro rata and annual incremental progression within this range. An upper range of £29,799 to £32,548 per annum, pro rata, will be available (again with incremental progression) to those who, having gained considerable experience relevant to the role, are able to demonstrate added value through activities or contribution which are over and above the normal expectations for the role. Starting salary will be dependent on qualifications and experience. Salary is paid monthly in arrears by direct credit transfer on the last working day of each month.

Your normal centre of duty will be the King Alfred Campus in Winchester. However, you may be required to work in any part or department of the University and in any Campus of the University, or as otherwise required for the due performance of your duties and responsibilities.

Normal hours of work will be 37 per week, 40 weeks per year, to be worked between the hours of 8.30am and 5.30pm, Monday to Friday, by agreement with your Line Manager.

The appointment will, in an appropriate case, be subject to a probationary period of 6 months.

The calculation of the salary is based on 45.2 paid weeks, 40 working weeks plus 5.2 paid leave weeks (inclusive of statutory Bank Holidays and University discretionary days). On completing five years' service prior to the commencement of a leave year on 1 August, paid leave weeks are increased to 6.0.

The successful candidate will be required to complete a Police check by the Disclosure and Barring Service. The University completes DBS checks in accordance with the DBS Code of Practice. Further details regarding the DBS Code of Practice can be obtained from the Human Resources Department, or from the DBS website www.dbs.gov.uk.

Other terms and conditions of employment appropriate to this post and grade apply in addition to those referred to in this statement. The list of benefits includes Pension Scheme, Sick Pay Scheme, Maternity and Paternity leave and pay (subject to eligibility). Details are contained in the Statement of Principle Terms and Conditions of Employment issued on appointment, the Staff Handbook and other documents referred to therein.

APPLICATION INFORMATION

Applications should be made on line at www.winchester.ac.uk. Please note that posts close at midnight on the date stated. Late applications will not be accepted.

We delight in diversity in our workforce and seek those that share this value

PERSON SPECIFICATION

Each attribute is marked as essential for the post, or desirable. The last three columns on the Person Specification (labelled A, I and T) indicate how each attribute is assessed.

A = application form, I = interview, T = test

ATTRIBUTES	ESSENTIAL	DESIRABLE	A	I	T
<u>EDUCATION/TRAINING</u>					
First degree	X		X		
Relevant professional qualifications in the field of mental health (e.g. Dip SW, RMN, CPN, OT, CBT/DBT practitioner etc.)		X	X		
<u>EXPERIENCE</u>					
Experience of developing and delivering training and (mental) health promotion work	X		X	X	
Experience of directly supporting young people experiencing poor mental health, ideally within an educational setting	X		X	X	
Experience of assessment and care management including the assessment and management of risk	X		X	X	
Experience of liaising with relevant support services and agencies in the community and building effective networks		X	X	X	
Experience of working in a Higher Education environment		X	X	X	

ATTRIBUTES	ESSENTIAL	DESIRABLE	A	I	T
KNOWLEDGE					
Knowledge of the mental health field and contemporary mental health agenda	X		X	X	
Understanding of the needs of students with mental health conditions in a HE context	X			X	
Demonstrable understanding of the legislation that underpins mental health support	X		X	X	
Knowledge of the Disabled Students' Allowance		X	X	X	
<u>SKILLS/ABILITIES</u>					
Ability to use initiative and take independent decisions, knowing when to consult	X			X	
Ability to maintain boundaries and confidentiality	X			X	
Ability to work flexibly and create good working relationships throughout the institution and externally	X			X	
Ability to demonstrate good listening skills	X			X	
Excellent communication skills both oral and written, eg. formatting documents, minute writing, composing complex emails, ability to explain complicated or sensitive information clearly and precisely both verbally and in writing	X		X	X	
Excellent administrative skills	X		X	X	
Ability to organise and prioritise a complex workload	X		X	X	
Ability to work efficiently and effectively both independently and as part of a team	X		X	X	

SKILLS/ABILITIES cont.					
Ability to meet deadlines	X		X	X	
Excellent IT Skills especially in word processing, presentation packages, email, database set up and management and ability to read and set up excel spreadsheets	X		X	X	
Able to use social media in the workplace, set up and support internet pages, work with online programmes	X			X	X
<u>PERSONALITY</u>					
Ability to show empathy with students and staff	X			X	
Calm in a crisis	X			X	
Reliable	X			X	

FURTHER INFORMATION

Health & Safety

Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the University on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

Copies of the University Safety Policy can be found on the University Intranet.

Sustainable Development

All employees are expected to act in accordance with the Sustainable Development Policy and Environment Strategy. In the course of your duties, you should seek to minimise any detrimental impact on the environment and take specific action as appropriate within the remit of your post.

Facilities

Staff catering facilities are available.

West Downs Day Nursery - is situated within the grounds of The University of Winchester. The nursery offers care for children from the age of six weeks to five years in a stimulating and homely environment. The nursery provides 62 places each day from 7.30am to 6.15pm on a full time or sessional basis. The opening times are designed to accommodate the working parent who may wish to continue their career. Further details are available from the Human Resources Department.

Sports and Fitness facilities are available, these include the University Gym, Sports Hall and our outdoor Multi-Use Games area for Tennis, Basketball, Football and Badminton to name a few. At our Bar End facility you will find our Athletics Track and All-Weather Pitch. Also on offer is our Fitness & Wellbeing class timetable which is complimentary to all Gym Pass holders.

Winchester Values

We value freedom, justice, truth, human rights and collective effort for the public good. The plans and actions of the University of Winchester are founded in these ideals together with the following values:

Intellectual Freedom

Intellectual freedom and its appropriate expression are at the heart of our business.

Social Justice

We seek to embody social justice and develop our students as effective and fulfilled global citizens. They will be prepared to challenge the status quo and will have the strength to stand up for what they believe to be true.

Diversity, Equality and Inclusion

We value diversity and we are committed to ensuring a welcoming and inclusive experience and striving to ensure equality for all.

Spirituality

The University celebrates its Christian foundation, and welcomes those of all faiths and none. Together we seek to explore the mystery of life, and to grow in wisdom and love.

Individuals Matter

The wellbeing of each member of staff and every student is important, as are their opinions and views.

Creativity

Permeability, agility and imagination are central to our thinking: we endeavour to act as a crucible for the generation and transfer of knowledge.

Compassion

Conscious of the kinship that exists between all life, we seek to nurture compassion for people, animals and the planet.

Mission Statement;

‘To educate, to advance knowledge and to serve the public good’

The University vision:

The University of Winchester is a university on a human scale, with a principal emphasis on the personal creativity and development of its students and its staff.

Through its teaching, research and professional practice, the University will be an outward facing and permeable organisation, welcoming outside influences and fully engaging with society locally and regionally, nationally and internationally. It will provide a high quality university education, responsive to the intellectual, personal and professional needs of its members and the wider community.

The University seeks to serve the spiritual and ethical needs of its students, building moral and global awareness. Our Church foundation is reflected also in strong support offered to students from backgrounds not traditionally associated with higher education. The University will ensure that its courses are accessible to all those who have the potential to benefit from them, regardless of their social, economic, ethnic or religious background.

As a twenty-first century institution which provides a progressive and challenging higher education experience and which forms a crucible for the generation and transfer of knowledge, we have high expectations of both staff and students. The professionalism of staff is reflected in integrity, objectivity and competence. Students’ time at the University will provide them with a justified confidence in their abilities and the strength to stand up for what they believe to be true.