

**JOB DESCRIPTION**  
**Student Wellbeing Coordinator**  
**Vacancy Ref: A2569**

<b>Job Title:</b>	Student Wellbeing Coordinator	<b>Grade:</b>	7
<b>Department/College:</b>	Colleges and Student Life, Student Based Services		
<b>Directly responsible to:</b>	Primary responsibility to the Head of Student Wellbeing Services. Supervision will also be provided by the Head of the Counselling and Mental Health Service for the Mental Health Advisor part of the role (anticipated to be 10-25% of the role, depending on the time of the year).		
<b>Supervisory responsibility for:</b>	Clerical staff within Student Wellbeing Services, as required		
<b>Other contacts</b>			
<b>Internal:</b> Senior Management, University Disciplinary/College Deanery Teams, Counselling and Mental Health Advisory Service (SBS), other Divisional teams such as Registry, Disability, College Officers, academic and professional services staff within Faculties and Departments, Chaplains, Security/Porters, Health Centre, Accommodation, Students' Union.			
<b>External:</b> NHS support services including Complex Care and Treatment Team, and the Crisis Team, GPs, Police, Parents and Families. Other specialist services as required. Sector networking groups such as AMOSSHE			
<b><u>Role Purpose</u></b>			
<b><i>Student Wellbeing Coordinator</i></b> The teams within Student Wellbeing Services coordinate the response to student wellbeing incidents within the University and ensure that appropriate safeguards and ongoing support are in place for those involved. Incidents are wide-ranging but examples include events involving harassment or assault, events which give rise to concerns about a student's ability to keep themselves safe, their fitness to study, and occasionally, a student death.  Reporting to the Head of Student Wellbeing Services, the principal purpose of this role is to coordinate the initial response and ongoing management of student wellbeing incidents.  This involves identifying those affected by an incident, coordinating immediate safeguarding needs; liaising with external agencies and ensuring that ongoing support is in place by coordinating the arrangements for any reasonable adjustments across the University. The role requires accurate record keeping, monitoring of interventions and referrals within internal and external processes, tracking individual student cases and producing reports. The post holder will act as the main point of contact for the individuals involved and parents/third parties, where authorised. Those involved in such incidents will often have specialist support needs such as mental health, disability, other personal difficulties and will require the support of a fully-trained professional.  The role-holder will be expected to operate flexibly, sometimes out of office hours and will sometimes need to exercise independent judgements affecting students' wellbeing and University reputation.  At certain times of year it is anticipated that the post-holder will be required to support the Counselling and Mental Health Team as a <b><i>Mental Health Advisor</i></b> . This will involve working across the full spectrum of mental health difficulties to ensure students obtain the appropriate assessment, treatment, support and adjustments to enable them to successfully complete their studies. It is anticipated that this may form 10-25% of the overall role.			

## **Main duties**

### **Student Wellbeing Coordinator:**

- To offer a professional and proactive service to students who have been involved in serious incidents, or where there are concerns about Fitness to Study. This will involve liaising with individuals involved, third parties and University staff to put initial safeguards in place, referring to specialist services as appropriate.
- To provide advice and guidance as appropriate and ensure that University policies and procedures are followed, working as required with local police, University Emergency Planning and Risk Manager, Counselling and Mental Health Service and other University services, and with departments and Colleges.
- To provide support to other students involved in an incident and, on occasion, to parents.
- To act in an advisory and supportive capacity on issues relating to University procedures and the wellbeing of students involved in serious incidents and Fitness to Study cases, liaising with other University services as required.
- To identify and co-ordinate ongoing support needs and liaise with University staff and external agencies to put support and reasonable adjustments in place.
- To work, with minimal supervision, managing a caseload, where the nature of the work can be rapid and unpredictable, utilizing available interventions to provide support.
- Where required, co-ordinate and record risk assessments with the necessary personnel, ensuring that up to date and reliable information is available.
- Identify and report on trends in student wellbeing incidents, and continue to develop reporting systems and procedures.
- Contribute to the development of policy in this area.
- Operate compliantly with data protection and other legislation.
- Deliver training and induction activities for students and staff.

### **Mental Health Advisor**

- To offer a standardised mental health assessment to all students referred to the service and to collaboratively determine the most appropriate intervention, including whether an urgent response is required and where further support would best be offered.
- To manage the risks to self and others, including when there may be no other mental health professional support available.
- To maintain accurate contemporaneous electronic records regarding all activities for all service users in accordance with University policies and guidance from professional bodies, including clinical assessment with clear identification of problems and plan of care.
- To actively participate in monthly clinical supervision in order to ensure competence, fitness to practice and to comply with professional standards. To actively participate in weekly team meetings.
- To participate in the Universities and professional bodies Continuing Personal Development opportunities to ensure increased knowledge base, self-awareness and enhanced clinical skills and to provide supervision/mentorship to nursing students, if required.

## **Miscellaneous**

- This job description is an outline of the main duties of the post. The post holder will be required to undertake other duties commensurate with the grade in line with service developments as directed by the clinical lead/service manager.
- The post holder will be required to give his/her whole time to the duties of the post and no outside work may be undertaken except with the special permission of the Head of Student Wellbeing Services.

## **Disclosure and Barring Service Criminal Records (DBS) Check**

- The post is subject to a DBS check.

**Probationary Period**

The post is subject to confirmation of an initial probationary period of 12 months.