

**JOB DESCRIPTION**  
**Student Transition Officer**  
**Vacancy Ref: N2021**

<b>Job Title:</b>	Student Transition Officer	<b>Present Grade:</b> 6
<b>Department/College:</b>	Student Wellbeing Services	
<b>Directly responsible to:</b>	Disability and Inclusion Manager	
<b>Supervisory responsibility for:</b>	Student peer mentors / facilitators	
<b>Other contacts</b>  <b>Internal:</b> Students, College Officers, Academic Staff, Registry, Student Wellbeing Services, Student Success Team, Security, Health Centre, Chaplains.  <b>External:</b> External support organisations (e.g. National Autistic Society), Student funding assessment bodies (e.g. SFE, SAAS), Student Loan Company, NHS, other Universities, parents and families		
<b>Major Duties:</b>  <ol style="list-style-type: none"><li>1. Provision of support schemes for students from widening participation (WP) groups, in particular the postholder will be responsible for coordinating mentoring support schemes for WP students (individual and group mentoring schemes) and for training and supervision of peer mentors.</li><li>2. Provision of information, advice and guidance to WP students and staff to support the work of Student Wellbeing Services, in particular the Disability Service. Typically, this would include providing advice and guidance on academic study support (including specialist support for disabled students), general welfare, accommodation, and financial advice. This could include one-to-one work or group workshops, leaflets/booklets, presentations, events and promotions.</li><li>3. To identify trends and needs in the above areas in order to inform and develop support for students. To focus particularly on transition and retention initiatives that help students to settle in and stay at the University.</li><li>4. To co-ordinate wellbeing related projects (e.g. peer mentoring schemes, pre-entry residential programmes, induction events, evaluation events etc.)</li><li>5. To maintain accurate and up to date records, complying with the General Data Protection Regulation (GDPR) and office procedures. Maintain records to assess outcomes and to examine the impact of interventions and initiatives.</li><li>6. To work co-operatively with other members of the University (e.g. departmental and college staff) or external agencies on projects promoting the wellbeing of students and liaise with them as appropriate.</li><li>7. To undertake ongoing professional development relevant to Student Wellbeing Services</li><li>8. To undertake other duties which are commensurate with the role and grade of the post.</li><li>9. Must be willing to work occasional evenings and weekends.</li></ol>		