

## Job Description



Staffordshire University Services Ltd

<b>Job title</b>	Student Mental Health Project Officer (Progression and Success)
<b>School/Service</b>	Library & Student Services
<b>Normal Workbase</b>	Stoke Campus
<b>Tenure</b>	Fixed Term for 2 years
<b>Grade/Salary</b>	Grade 6
<b>FTE</b>	1.0 fte
<b>Date prepared</b>	June 2019

### Job Purpose

This role offers an exciting opportunity to be part of a project which will develop and champion an integrated 'whole community' approach to mental health and wellbeing for students studying in Further and Higher Education in North Staffordshire. The region's universities, colleges, local authorities, police and NHS providers have come together with a common purpose to remove barriers, improve support and services, and enable student success.

Supported by funding from the Office for Students and working alongside students from across the region, the project will look across all aspects of the student journey to support effective transitions into, through and out of higher education, with a focus on student transitions, early intervention and a step change in support.

As a partnership between the University and Students' Union the postholder will work alongside colleagues to develop peer support schemes that support and improve student mental health and wellbeing. You will be skilled in helping motivate and train new peer supporters and work with our existing cohort in expanding initiatives which promote positive mental health within student communities.

The Postholder will work in close partnership with colleagues across Staffordshire University and Students' Union to develop the University's approach to supporting students as they progress through and out of University. The postholder will introduce strategies that ensure that students are effectively supported when taking a break in studies or withdrawing from University. They will work and train colleagues to successfully embed improved processes that enhance the student experience through these points of transition.

### Relationships

Reporting to: Head of Student Support, Wellbeing and Inclusion

Responsible for: n/a

### Main Activities

- Play a leading role on establishing inclusive and supportive processes and activity that enhances the experience for students taking a break or withdrawing from University when this relates to their health and wellbeing.
- Support the investigation and evaluation of current student wellbeing provision and activities to identify areas of best practice and areas requiring enhancement.

- Working with colleagues, to develop, implement and evaluate evidence-based activities to improve student retention, progression and success rates across the University, with a particular focus on improving wellbeing and the student experience through these key points of transition and change.
- Contribute to research being undertaken across the University to monitor retention, attainment and progression of students or student groups to inform future initiatives.
- Establish mechanisms to identify students at risk of leaving or failing when related to health and wellbeing; identify effective and coordinated intervention and referral strategies; and monitor their implementation and evaluation
- Develop a toolkit of support and wellbeing resources that students and staff can access prior to, during or after taking a break or withdrawing from University.
- Organise and delivery training for appropriate groups of students and staff, including training focusing on mental health awareness and suicide prevention.
- Keep up to date and liaise with colleagues from across the sector to share best practice in mental health, wellbeing and health promotion.

### Special Conditions

The post is subject to the individual maintaining registration with the relevant professional body and to compliance with appropriate codes of professional practice. You are expected to maintain standards of behaviour and appearance compatible with the execution of clinical work, with the expectations of Health/Social Service employers and the general public.

The role holder will be required to travel between sites from time to time in a cost-effective manner, which may be through the use of a car.

To be committed to working with the University to further improve the carbon footprint/environmental issues.

### Variation to Job Description

The employer reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

### Conditions of Service

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

### Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact: Ian Munton, Director of Library and Student Services.

## Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.