

Job Description



Staffordshire University Services Ltd

Job title	Student Wellbeing Project Officer
School/Service	Library & Student Services
Normal Workbase	Stoke Campus
Tenure	Fixed Term for 2 years
Grade/Salary	Grade 6
FTE	1.0 fte
Date prepared	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 play a key role in the project through effective project coordination and partnership working with all relevant stakeholders. The postholder will also develop a connected and embedded wellbeing programme at Staffordshire University which engages students and staff. The output being a more coordinated approach to mental health and wellness activity within the organisation.

The Postholder will work in close partnership with colleagues across Staffordshire and Keele University and other partners, such as the NHS and other post-16 education providers in the local region in the design, development and delivery of a range of innovative initiatives aimed to promote student wellbeing.

Relationships

Reporting to: Head of Student Support, Wellbeing and Inclusion

Responsible for: n/a

Main Activities

- Support the investigation and evaluation of current student wellbeing provision and activities to identify areas of best practice and areas requiring enhancement.
- Understand and interpret the latest guidance (including Universities UK and Office for Students guidance) and practice across the sector as well as experiences unique to Staffordshire University.
- Work collaboratively with key internal and external stakeholders, including Academic Schools, Students' Union, Sport and Active Lifestyles, Campus Services, other post-16 education providers and local NHS

provision, to use this information to support the development of a University Student Health and Wellbeing strategy in conjunction with the Director of Library and Student Services and Head of Student Support, Wellbeing and Inclusion..

- Work in partnership across the University (including the Students' Union) to plan and deliver a range of student health and wellbeing campaigns and activities
- Support the delivery of innovative solutions and improvements in areas requiring enhancement
- Organise training for appropriate groups of students and staff, including training focusing on mental health awareness and suicide prevention.
- Promote support services and innovative approaches and strategies to promote self-care and positive mental health and wellbeing, such as Big White Wall and the Peer Support Network.
- Create a suite of online resources to promote a range of wellbeing initiatives
- Work with colleagues across the University and the Students' Union to promote healthy behaviours around diet, exercise, sleep and alcohol/drugs
- Develop effective working partnerships with specialised external services and other institutions.
- Evaluate the project by gaining impact data/information and feedback from stakeholders.
- Deliver reports when required for the Strike Fund Working Group, University Executive Committee and Board of Governors to ensure activity and impact is communicated and recommendations are appropriately considered.
- Lead on the development of a mental health and wellbeing network (Mental Health Champions), including organising meetings, training and developing role descriptors.
- 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.