**Student Mental Health and**

**Wellbeing Coordinator**

**Job Description**

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| Organisation | University of Strathclyde Students’ Association |
| Reports To | Advice Hub Manager | Grade | 5.1 |
| Salary  | £23,067 (£13,840 pro rata) | Contract Type | Fixed-Term 12 months |
| FTE | 0.6 (21 hours/week) |  |  |

*This is a non-clinical role which will lead the development and delivery of a positive and proactive mental health and wellbeing strategy for students on behalf of Strathclyde Students’ Union (Strath Union) with a focus on our strategic priority of building a resilient student community. Intersectionality will be at the heart of all activity as well as an understanding of the student populations at Strathclyde. The role will work closely with the Vice President Welfare to define areas of focus for campaigning and activity, but will also be self-directed in terms of identify areas of opportunity for growth and innovation around mental health and wellbeing for students living both on and off campus.*

**Job Scope**

**Main Responsibilities:**

* Develop a proactive plan for immediate activity focused around wellbeing and mental health in light of the impact of Covid-19 on students.
* Supporting the delivery of objectives laid out in the Student Mental Health Agreement.
* Lead on the delivery of key wellbeing campaigns across the academic year.
* To develop a programme for the recruitment of wellbeing leads within student groups such as clubs and societies, and to empower them to proactively deliver wellbeing initiatives.
* Support the activity of the Student Mental Health Agreement in developing resources, information and website content which supports students with their mental health.
* Coordinate and develop content for social media channels in collaboration with the Marketing and Communications department.
* Target work to specific groups who may need support with their mental health and are typically less likely to access it, e.g. men, transgender students, LGBT+ students, BME students.
* Work closely with Student Officers, the Advice Hub, and the Student Wellbeing Group to understand student issues and support development of projects across Strath Union and the University of Strathclyde with focus on particular areas of need such as Postgraduate Research level students and widening access students.

**Support:**

* Support the work of the Advice Hub Manager, the Head of Student Engagement, and other colleagues in delivering departmental projects and events.
* Contribute to annual impact reporting for relevant areas of responsibility.

**Administration:**

* Record statistical and non-statistical information about the work undertaken to measure the impact of service provision.
* Keep accurate records in line with GDPR of students where applicable.

**Student Care:**

* Work in effective collaboration with Student Executive and non-Executive Officers and all departments within Strathclyde Students’ Union.
* Ensure that students are signposted clearly where appropriate to relevant internal or external services.
* Ensure that students’ expectations are exceeded wherever possible.
* Deal with feedback in a courteous, efficient, and timely manner.

**General:**

* Comply with all Strath Union policies, procedures, and governing documents.
* Work within Strath Union’s mission, vision, and values at all times.
* Be responsible for all health and safety requirements related to the role.
* Undertake any other tasks commensurate with the level of appointment that may from time to time be reasonably requested.
* The post-holder is expected to portray a positive image of Strath Union, both internally and externally and to set high standards of personal integrity and professionalism at all times, leading by example.
* The post-holder is expected to undertake such personal and professional development as required to maintain appropriate knowledge and skills to fulfil the requirements of the role. This may include attending events away from the offices of Strath Union and outside Glasgow.

**Key Relationships**

**Internal**

* Advice Manager
* Advisers
* Head of Student Engagement
* Student Executive and non-Executive Officers
* Other Strath Union staff including Student Engagement, Commercial Services, Finance, and Marketing and Communications team members
* Student volunteers

**External**

* Strathclyde University staff (particularly members of the Student Wellbeing Group)
* NUS
* Any other external organisations relevant to the role

**Person Specification**

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| **Qualifications** | **Essential** | **Desirable** |
| Educated to degree level or equivalent professional experience | x |  |
| **Knowledge & Experience** |
| Excellent knowledge of mental health and wellbeing issues | x |  |
| Excellent knowledge of student mental health and wellbeing issues |  | x |
| Experience of creating and delivering training | x |  |
| Experience of supporting the delivery of volunteer-led services and volunteers | x |  |
| Experience of delivering campaigns, particularly related to mental health and wellbeing | x |  |
| Experience of offering support to clients in distress | x |  |
| Experience of event and/or project management | x |  |
| Experience of working with Microsoft Office packages or equivalent | x |  |
| Relevant knowledge of the Student Union and Higher Education sector |  | x |
| Experience of working within a student facing environment |  | x |
| **Skills & Abilities** |
| Able to establish and maintain strong working relationships with internal and external colleagues and partners | x |  |
| Able to present information clearly and concisely in writing or verbally | x |  |
| Able to work using own initiative | x |  |
| ASIST and safeTALK trainer qualified |  | x |
| High degree of organisational skills | x |  |
| Information gathering and/or research skills | x |  |
| Mental Health First Aid instructor trained |  | x |
| **Personal Qualities** |
| Attention to detail | x |  |
| Commitment to continuous improvement | x |  |
| Commitment to equal opportunities | x |  |
| Flexible | x |  |
| Reliable and trustworthy | x |  |
| Self-motivated and enthusiastic | x |  |
| Team player | x |  |

**Other**

* This role needs to demonstrate awareness of at-risk students and appropriately implement procedures for support and referral.
* Students’ Unions are a specialised area where the Student Executive Officers are elected annually and as a result this presents various challenges and opportunities.
* The post holder will be a member of staff who will at all times be expected to portray a positive image of the Union, both internally and externally and to set high standards of personal integrity and professionalism, leading by personal example.
* The role is subject to a 3-month probationary period.
* The post-holder will be eligible to join the Strath Union workplace pension scheme.
* The post may include occasional evening and weekend work.
* It is expected that the starting grade for this role would be 5.1.
* 31 days’ annual leave per year plus 11 public/bank/local holidays (pro rata as necessary)**.**