# Wellbeing Coordinator

# Student Engagement

# Grade 5

Heriot-Watt University Student Union is an independent charity that is run by and for students. While we are a charity, we also run trading activities that aim to make a surplus. We use this surplus to invest in other vital student support services such as advice & support and volunteering.

The Student Engagement department is responsible for supporting and advising students at our Scottish campuses. The SE team support students to run societies and activities, to volunteer, and to raise money for Charities. The department supports School Officers, Class Reps and Postgraduate Reps and runs the Annual Student Union Oscars and the Volunteer Awards. The department also runs the Advice Hub, which offers advice and guidance to students on all aspects of university life.

# Purpose of role

This is a non-clinical role which will lead the development and delivery of a wellbeing awareness strategy for students with a focus on our strategic priority of actively listening and offering support when it is needed. The role will work closely with the Vice President Wellbeing to define areas of focus for campaigning and activity, but will also be self-directed in terms of identifying areas of opportunity for growth and innovation around wellbeing and equality, diversity and inclusion issues faced by students living both on and off campus.

# Organisational position

# Principal Duties

Develop a proactive plan for immediate activity focused on wellbeing in light of the impact of COVID19 on students.

Identify wellbeing issues faced by students at Heriot-Watt University and develop an annual plan of campaigns that support the relevant cycle of the academic year.

Identify equality, diversity and inclusion issues faced by students at Heriot-Watt University and develop an annual plan of campaigns and training that support the relevant cycle of the academic year.

Lead on the delivery of key wellbeing and equality, diversity and inclusion campaigns and activity across the academic year, such as events, activities, and workshops.

Support the activity of the Advice Hub in developing resources, information and website content which supports students with their wellbeing needs.

Coordinate and develop content for our online channels in collaboration with the Marketing Team.

Work closely with Vice President Wellbeing, Student MPs, the Advice Hub, the Student Wellbeing Group, Liberation Societies and Heriot-Watt University to understand student issues and support development projects across HWUnion.

# Other Duties

Any other duties deemed appropriate for the role by the Line Manager.

Comply with all HWUnion policies, procedures, and governing documents.

Undertake personal and professional development as required to maintain appropriate knowledge and skills.

These duties are a guide to the work that the post holder will initially be required to undertake. Other duties or a change of duties may be necessary from time to time.

# Competencies

## Accountability

Takes personal responsibility for the part they play in our students’ union, its mission and values, the student body and wider society

## Student Focus

Keeps the needs of students at the heart of activities

## Personal Effectiveness

Consistently role models high standards and good practice

## Inclusivity

Applies an understanding of equality and diversity to strengthen positive engagement in all our students’ unions activities and services

## Results Focused

Maintains commitment to targets and results, striving consistently to achieve them

## Communications

Helps to provide clear, consistent and appropriate messages at all levels of our students’ union and beyond

## Political Awareness

Applies an appreciation of the political environment in which our student union operates

## Motivational Leadership

Actively leads, establishes expectations, accountabilities, purpose and vision, creating an environment where others can achieve optimal performance

# Person Specification

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| Qualifications |  |  |
| Educated to degree level or equivalent professional experience | x |  |
|  |  |  |
| Skills/competencies (additional to the standard competencies) |  |  |
| Able to establish and maintain strong working relationships | x |  |
| Able to present information clearly and concisely in writing or verbally | x |  |
| Able to work using own initiative | x |  |
| Information gathering and/or research skills | x |  |
| Ability to identify at-risk students and appropriately implement procedures for support and referral | x |  |
|  |  |  |
| Knowledge |  |  |
| Excellent knowledge of wellbeing issues | x |  |
| Excellent knowledge of Equality, Diversity and Inclusion issues | x |  |
| Excellent knowledge of student wellbeing issues |  | x |
| Relevant knowledge of the Student Union and Higher Education sector |  | x |
|  |  |  |
| Previous experience |  |  |
| Experience of creating and delivering training |  | x |
| Experience of delivering campaigns, particularly related to mental health and wellbeing |  | x |
| Experience of event and/or project management | x |  |
| Experience of working with Microsoft Office packages or equivalent | x |  |
| Experience of working within a student facing environment |  | x |
|  |  |  |
| Personal qualities |  |  |
| Attention to detail | x |  |
| Commitment to continuous development | x |  |
| Commitment to equal opportunities | x |  |
| Reliable and Trustworthy | x |  |
| Self-motivated and enthusiastic | x |  |
| Work well as part of a team | x |  |
|  |  |  |
| Interests |  |  |
| Working in a democratic structure with elected officers | x |  |
|  |  |  |
| Circumstances |  |  |
| The role will require a disclosure check | x |  |