1 Advertisement

Post Title: Student Wellbeing Coordinator
School/department: Student Experience Division, Student Wellbeing
Hours: part-time considered up to a maximum of 0.8 FTE / 29.2 hours
Requests for flexible working options will be considered (subject to business need).
Contract: fixed term for maternity cover
Reference: 3899
Salary: starting at £25,941 to £30,046 per annum, pro rata if part time
Placed on: 24 July 2020
Closing date: 07 August 2020 Applications must be received by midnight of the closing date.
Expected Interview date: TBA
Expected start date: September 2020

This vacancy is only open to those currently employed by the University.

Student Wellbeing is an area of vital importance to student life: providing information and guidance on how to proactively maintain physical and mental health & wellbeing to make the most of the student experience. This varied and interesting maternity-cover role is a great opportunity to start working within this area. It involves:

- Working in partnership with key members of Student Experience and Students’ Union staff to design and ensure the effective delivery of an innovative programme of activity across the academic year to promote student health and wellbeing.
- Managing teams of volunteers and providing Comms and administrative support to the Wellbeing Manager – it’s also a great opportunity to gain valuable experience and training.

You’ll have:

- Great organisational skills and be able to run both recruitment and promotional campaigns on a variety of media.
- Excellent communication skills and an ability to work independently and with initiative are essential.
- An interest and some experience in wellbeing issues such as mental health, substance dependency, sexual health, sexual violence/harassment and equality issues are highly desirable although there will be some opportunity for training.
- A keen eye for detail is also essential to help maintain our constantly changing website and to help us deliver a high-quality service.

Please contact Amanda Griffiths a.griffiths@sussex.ac.uk for informal enquiries.

For full details and how to apply see our vacancies page

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*
2. **The School / Division**

**Professional Services**

Professional Services comprise approximately 750 staff across eleven main divisions. The budget is approximately £12m a year. Reporting to the Chief Operating Officer, the Professional Services are organised as follows:

- Estates and Facilities
- Student Experience
- External Relations
- Student Recruitment, Admissions and International Development
- IT Services
- General Counsel, Governance and Compliance
- Human Resources
- Research and Enterprise
- Library Services
- Planning and Performance
- Finance

The professional services support within each of the eleven Schools of Studies is headed by a School Manager who reports to their Head of School.

Please find further information regarding the school/division at

- [www.sussex.ac.uk/schoolsandservices/professionalservices/student-experience](http://www.sussex.ac.uk/schoolsandservices/professionalservices/student-experience)
- [www.sussex.ac.uk/wellbeing](http://www.sussex.ac.uk/wellbeing)

3. **Job Description**

**Department:** Student Experience

**Section/Unit/School:** Student Wellbeing

**Location:** Health Centre

**Grade:** 5

**Responsible to:** Student Wellbeing Manager

**Responsible for:** Wellbeing volunteers (sexual health, alcohol, drugs); Tea & Talk volunteers (mental health peer support); REDS (Equalities/relationship) volunteers.

**Job Purpose and Overview:**

To work in partnership with key members of Student Services and Students’ Union staff to design and ensure the effective delivery of an innovative and evidence-based programme of activity to promote student health and wellbeing at the University of Sussex.

The post-holder will ensure that activity responds sensitively to the emerging student health and wellbeing needs of students at the University of Sussex, and will co-ordinate the ongoing evaluation and development of the programme, as well as providing administrative and promotional support for the day-to-day running of Student Health and Wellbeing.
**Main accountabilities and responsibility areas:**

1. Under the direction of the Student Wellbeing Manager: To design, and ensure the effective delivery of an evidence-based programme of activity which is linked to the Student Life Cycle with the ultimate aim of promoting student health and wellbeing.

2. Recruit, train and manage the Wellbeing Volunteer team; Mental health peer support team and REDS volunteer team.

4. Liaise and maintain relationships with community services - particularly those related to alcohol, drugs and sexual health

5. Provide day to day administrative support to the Student Wellbeing service especially that related to health and wellbeing promotion and communication

**Major deliverables, projects, processes, responsibility areas etc.**

- Design, and ensure the effective delivery of an evidence-based programme of activity to promote student health and wellbeing, which complements the student life cycle:
  - Design and ensure the effective delivery of campaigns, workshops and other activities that respond to the current and emerging health and wellbeing needs of Sussex students with the ultimate aim of providing psycho-education through the provision of training, information and advice.
  - Coordinate and organise a calendar of Wellbeing events throughout the year including such annual events as Wellbeing Week. This will involve making room bookings, organising stall rotas, planning layouts and liaising with stall-holders and speakers, ensuring that appropriate IT equipment is available, and preparing and collating risk assessments.
  - Identify opportunities for partnership working with relevant local services and develop initiatives which increase student access to health and wellbeing support from these services
  - Engage the University with relevant local and national wellbeing campaigns
  - Promote Student Wellbeing events in addition to wellbeing information and advice through Broadcast, Web Content Manager and Social Media
  - Write monthly contributions for FLINT, the Sussex E-Zine, to promote student wellbeing
  - Carry out ongoing monitoring and evaluation of health and wellbeing promotion activities, and contribute to departmental reports

- Recruit, train and manage the Wellbeing, REDS, Tea & Talk Volunteer teams:
  - Lead the recruitment and selection of Volunteer teams.
  - Ensure the effective training of the Volunteer teams, by designing and delivering a training programme, and working with local and national partners where appropriate:
  - Develop resources which support the work and personal development of Volunteers and the development of Student wellbeing services e.g. handbooks, personal development plans etc.
  - Provide supervision, guidance and leadership for the Volunteer teams.
  - Maintain all communication and administration associated with the Volunteers
  - Manage the rotas for all volunteer activity including drop-ins, events and campus outreach
  - Support Volunteers to develop and deliver their own wellbeing projects as and when appropriate
  - Check the attendance of volunteers at drop-ins; maintain the drop-in areas and ensure the effective management of stock
  - Ensure Volunteers are well trained in the protocols required in drop-in services
- Delegate tasks to Volunteers to achieve overall aims of post

- Develop key relationships with internal and external partners:

- Develop and maintain key relationships and liaise with key staff within the University and Students’ Union
- Develop and maintain key relationships and liaise with key personnel in external services associated with student health and wellbeing - specifically sexual health, alcohol and drugs.
- Keep up to date with relevant developments in Brighton and Hove, and attend relevant local meetings and working groups related to these areas
- Ensure that important developments and information relating to student health and wellbeing are shared with relevant colleagues at the University and Students’ Union

**Person Specification for the post of: Student Wellbeing Coordinator**

**SKILLS / ABILITIES**

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Excellent organisation skills</td>
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<td>Ability to work quickly, effectively and manage a mixed workload.</td>
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<td>Ability to communicate well verbally and in writing with people of all levels working both internal and external to the university.</td>
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<td>Ability to understand and utilise all forms of social media</td>
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<td>Ability to train, present and deliver workshops</td>
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**KNOWLEDGE**

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<tr>
<td>Knowledge of University student support services.</td>
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<td>Knowledge of a wide variety of student health and wellbeing issues</td>
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<td>Understanding of peer support programmes</td>
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<td>Excellent understanding of equality and diversity issues</td>
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**EXPERIENCE**

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<td>Experience of managing others</td>
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<td>Experience of working in a role which promotes health and wellbeing</td>
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<td>Experience of carrying out administrative work</td>
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<td>Experience of designing and delivering training (one-off sessions and ongoing programmes)</td>
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<td>Experience of managing a mixed workload</td>
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### QUALIFICATIONS

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<td>A good standard of education – degree or equivalent.</td>
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### PERSONAL ATTRIBUTES AND CIRCUMSTANCES

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<td>Ability to initiate activities and work independently or as part of a team when required.</td>
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<td>Willingness to collaborate and work in a flexible way to support service delivery as required.</td>
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<td>Methodical and meticulous approach to working</td>
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<tr>
<td>Qualification in Health Promotion, Social Sciences, Health Sciences, Counselling or similar</td>
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