



1 Advertisement

Post Title: Wellbeing Team Graduate Associate

School/department: Wellbeing, Therapeutic & Residential Life Services

Hours: Full time hours considered up to 36.5 hours per week. Requests for flexible working options will be considered (subject to business need).

Contract: fixed term until end of April 2024

Reference: 9712

Salary: starting at £20,761 to £22,662 per annum, pro rata if part time

Placed on: 23 September 2022

Closing date: 18 October 2022 Applications must be received by midnight of the closing date.

Expected Interview date: TBA

Expected start date: November/December 2022

This vacancy is only open to University of Sussex graduates 2020/2021 or 2021/2022 (UG and PGT) in any discipline

The Department of Wellbeing, Therapeutic and Residential Life Services are seeking to appoint a Graduate Associate to join us within the Wellbeing team. Student Wellbeing is now an integral part of a larger team which encompasses both the University Counselling service and Residential life and gives an opportunity to work with a wide range of staff. We are looking for someone who will be an enthusiastic team member, who is passionate about working within the wellbeing team to enhance the student experience.

Key duties of this post include:

- Providing administrative support to the Wellbeing team to ensure smooth running of programmes and activities
- Identifying contacts and maintaining an up-to-date spreadsheet to facilitate communication with internal and external colleagues
- Providing practical support to the Wellbeing Officer and Wellbeing Managers when events such as Wellbeing week and Freshers Week are running
- Putting together health promotion information and ensuring appropriate dissemination

Please contact Max Arnold (studentwellbeing@sussex.ac.uk) for informal enquiries.

The University is committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in Science, Technology, Engineering, Medicine

and Mathematics (STEMM) at Sussex.

“Please note that this position may be subject to [ATAS clearance](#) if you require visa sponsorship.”

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

Please find further information regarding the school/division at Wellbeing, Therapeutic & Residential Life Services: <http://www.sussex.ac.uk/wellbeing/>

3. Job Description

Job Description for the post of: Wellbeing Team Graduate Associate

Department: Student Experience

Section/Unit/School: Wellbeing, Therapeutic & Residential Life Services

Location: Student Experience

Grade: L3

Responsible to: Max Arnold / Sarah Bacon – Student Wellbeing Manager

Key Responsibilities:

- Providing administrative support to the Wellbeing team to ensure smooth running of programmes and activities
- Assisting in the annual recruitment of Student Connectors for the area. This will include the placement of adverts on social media and sending out mass emails; application forms, collating applications and answering applicants' basic queries.
- Maintaining Wellbeing Volunteer email database and to send out group emails when required.
- Identifying contacts and maintaining an up-to-date spreadsheet to facilitate communication with internal and external colleagues
- Providing practical support to the Wellbeing Officer and Wellbeing Managers for promotional events such as Welcome Week. This could include training Wellbeing

Volunteers, engaging speakers, setting up the running order for events and printing relevant information.

- Putting together health promotion information and ensuring appropriate dissemination
- Doing research and identifying training opportunities in sexual health matters, alcohol, psychoactive substances and other areas of health and wellbeing relevant to students.
- Identifying the best platforms to promote activities and events. Use a wide range of social media to promote Wellbeing programmes.
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4. Person Specification

Skills/Abilities	Essential	Desirable
Recent graduate or postgraduate	Y	
Degree to have been in a health/wellbeing related subject		Y
Excellent administrative and organisational skills	Y	
An ability to be creative and use initiative to improve ways of working	Y	
Ability to follow instructions and to take direction from colleagues	Y	
Ability to work quickly and effectively under pressure	Y	
Good written and oral communication skills	Y	
Good presentation skills in group settings	Y	
Ability to prioritise tasks and work towards objectives and deadlines	Y	
Ability to deal effectively with a range of people, reflecting on being mindful of own behaviour and how it impacts on others.	Y	
Ability to understand and utilize all forms of social media within a professional setting	Y	

Knowledge	Essential	Desirable
A strong interest in student health and wellbeing	Y	
Knowledge of student support services available on campus		Y

An understanding of common issues faced by the student population		Y
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Experience	Essential	Desirable
Experience of voluntary or paid work in a related area	Y	
Experience of working with student volunteers or paid student workers		Y
Experience of administrative systems and using IT systems in a professional capacity	Y	

- This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.