

1 Advertisement

Post Title: Student Wellbeing Officer

School/department: Division for the Student Experience

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

Contract: Permanent

Reference: 8264

Salary: starting at £31,411 to £ 35,333 per annum, pro rata if part time

Placed on: 23 August 2022

Closing date: 22 September 2022 Applications must be received by midnight of the closing date.

Expected Interview date: TBA

Expected start date: As soon as possible.

The Department of Wellbeing, Therapeutic and Residential Life Services is seeking to appoint a Student Wellbeing Officer to work 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 – all of which are critical to a good student experience.

We are looking, in particular, for someone with a background in fields such as health promotion, health research and/or mental health. Working alongside the Wellbeing Managers you will be responsible for the development and delivery of a range of programmes aimed at promoting student health and wellbeing at the University of Sussex. The Student Wellbeing Officer will have responsibility for reviewing and evaluating all aspects of the provision and excellent analytical and research skills will be necessary for the role.

A key part of the role will be overseeing the Wellbeing peer support Student Connector team and so we are seeking someone with highly developed organizational skills who is confident in providing training and leadership. The postholder will be required to work both independently and as part of a team. An ability to take the initiative alongside strong social skills that enable collaborative working are essential attributes.

We are looking to recruit someone with excellent interpersonal skills who has the ability to build connections and relationships with outside community services. Partnership working with agencies related to issues faced by students such as alcohol, drugs and sexual health, will be particularly important for this role.

The role requires strong administrative skills with an emphasis on both written and oral communication. Excellent IT skills are necessary including a good working knowledge of social media platforms.

This post would suit someone who is enthusiastic and passionate about the wellbeing of students with a view to enhancing the student experience.

Please contact Sarah Bacon (S.Bacon@sussex.ac.uk) for informal enquiries.

The University of Sussex values the diversity of its' staff and students and we welcome applicants from all backgrounds.

JOB DESCRIPTION

Job Title:	Student Wellbeing Officer
Grade:	Grade 6
School/Division:	Division of Student Experience: Wellbeing, Therapeutic and Residential Life Services: University Counselling Service
Location:	Bramber House, Health and Wellbeing Centre / Student Centre
Responsible to:	Wellbeing Manager
Direct reports:	Student Wellbeing Connectors (sexual health, alcohol, drugs); Tea & Talk volunteers (Mental health peer-support); REDS (Equalities/relationship)
Key contacts:	Colleagues across the Student Experience Division, professional service areas and schools. NHS, statutory and voluntary services. Student Union

Job Purpose

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 manage the ongoing evaluation and development of the programme.

PRINCIPAL ACCOUNTABILITIES

- 1. To create, 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 Connector team; Mental health peer support team and REDS team**
- 3. Build, develop and maintain relationships with community services- particularly those related to alcohol, drugs and sexual health**
- 4. Design feedback mechanisms and continuously monitor and evaluate the impact of all aspects of the provision, instigating change in response to the student voice.**
- 5. Provide day to day administrative support to the Student Wellbeing service especially that related to health and wellbeing promotion and communication**

KEY RESPONSIBILITIES

1. To create, 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.

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 psychoeducation through the provision of training, information, and advice.

Coordinate, supervise and organise a calendar of Wellbeing events throughout the year including such annual events as Wellbeing and the Freshers Fair.

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

Conduct research and analyse feedback to understand changing student needs, consistent trends seen in the sector and health spheres in order to develop and deliver schemes, training, workshops and resources that respond to the emerging health and wellbeing needs of Sussex students

Coordinate and organise institutional events for Student Wellbeing throughout the year, including the project management of annual Wellbeing Week and Freshers Fair events

Ensure development and improvement of the services that all student teams deliver to ensure a responsive and proactive offer for student wellbeing aligned to the mental health strategy that allows students to self-care and access support when they need it

Compile monitoring and evaluation of Student activity to inform the direction of ongoing activity and changes that may be needed in the direction of the mental health strategy.

2. Recruit, train and manage the Wellbeing Connector team

Lead the recruitment and selection of the Wellbeing Volunteer team

Ensure the effective training of the Wellbeing Volunteer team, 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 Wellbeing Connectors and the development of student wellbeing services e.g. handbooks, personal development plans etc

Provide supervision, guidance and leadership for the Wellbeing Volunteer team

Maintain all communication and administration associated with the Wellbeing Connectors

Manage the Connector rota for all activity including drop-ins, events and campus outreach
Support Connectors to develop and deliver their own wellbeing projects as and when appropriate

and

Recruit, train and manage peer support volunteers

Lead the recruitment and selection of the peer support volunteers

Ensure the effective training of the peer support team, by working with USSU to deliver an extensive introductory training programme, and responding to additional training needs as and when they are identified

Provide day to day operational support, guidance and leadership for the peer support team

Maintain communication and administration associated with the peer support team

Manage the peer support volunteer rota - Support peer support volunteers to develop and deliver their own projects and events as and when appropriate

Recruit, train and manage REDS

Lead the recruitment and selection of the REDS trainers/volunteers

Ensure the effective training of the REDS by designing and delivering an extensive introductory training programme, and responding to additional training needs as and when they are identified

Develop resources which support the work and personal development of the REDS

Manage and provide day to day operational support, guidance and leadership for the REDS

Maintain communication and administration associated with the REDS volunteers

Manage the REDS volunteer rota

Create opportunities for REDS volunteers to promote the values of Respect, Equality, Diversity and Safety, and support REDS volunteers to develop and deliver their own projects and events as and when appropriate

3. Build, develop and maintain relationships with community services- particularly those related to alcohol, drugs, and sexual health

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 – including 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

Liaising and contributing to several external working groups that are run by the council; sexual health working group, substance misuse harm reduction working group, alcohol programme operational group. Giving and receiving updates on behalf of the university, keeping up to date with local developments so that these can be shared with university colleagues as necessary e.g. drug alerts, ensuring that the university collaborates and contributes effectively to local campaigns e.g. Brighton and Hove STI Testing Week,

4. Design feedback mechanisms and continuously monitor and evaluate the impact of all aspects of the provision, instigating change in response to the student voice.

Collecting written and verbal feedback from students on wellbeing initiatives e.g. sexual health drop-ins, wellbeing week activities, training sessions and workshops etc

Identify diverse ways to monitor the use of services and events and evaluate students' experiences e.g. developing online forms for volunteers to fill in to monitor the use of drop-ins and developing evaluation tools so that student feedback is received on workshops and training

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

Advise and guide communications and the web team on developments pertinent to the health and wellbeing of our students ensuring that timely and correct information is consistently given.

Monitor the Health and Wellbeing inbox and respond to enquiries from students, parents and community organisations regarding health and wellbeing

Writing instructions e.g. preparation of briefing information for external services visiting campus, procedures for wellbeing volunteers running drop-ins and stalls etc

Produce communications material for the Sussex website, Broadcast, FLINT (student E-Zine); and social media in order to communicate health and wellbeing information that is accessible for all without creating distress or anxiety e.g. advice on vaccinations

Create, organise, and update web pages for the Health and Wellbeing website to promote information in a digestible form for students

Providing clerking support and making contributions to the Mental Health action group, taking minutes, compiling and circulating agendas, giving updates on wellbeing activity and contributing to discussions on mental health work at Sussex

Additional reasonable duties that are in line with the grade of the role

Occasional evening and weekend work will be required

Date: January 2022

Person Specification

Essential

Knowledge

Knowledge of student support services in an educational context
Knowledge of a wide variety of student health (including sexual health) and wellbeing issues
Understanding of peer support programmes
Excellent understanding of equality and diversity issues

Experience

Experience working in managing volunteers or others
Experience working in a role which promotes health and wellbeing
Experience of carrying out administrative work - Experience of designing and delivering training (one-off sessions and ongoing programmes)
Experience of managing a mixed workload

Skills and competencies

Ability to initiate activities and work independently
Ability to work both independently and as part of a team
Willingness to collaborate and work in a flexible way to support service delivery as required
- Methodical and meticulous approach to working
Ability to meet and deliver results against deadlines
A flexible and creative approach to supporting students health and wellbeing with the ability to adapt to changing expectations
Excellent organisation skills
Ability to work quickly, effectively and manage a mixed workload

Ability to understand and utilise all forms of social media
Excellent training skills
Strong volunteer management skills
Ability to communicate well verbally and in writing with people of all levels, both internal and external to the university
Proven ability to communicate complex and highly sensitive information to a variety of audiences
Competent user of IT including Microsoft Office suite
Educated to degree level

Desirable

Postgraduate qualification in Health Promotion, Social Sciences, Health Sciences, Counselling or similar
Qualification in Trainer Skills