

Job Description

Specialist Wellbeing Adviser

Salary:	Grade 7
Contract:	Full time, ongoing
Location:	Canterbury Campus with requirement to work across campuses
Responsible to:	Specialist Wellbeing and Welfare Manager
Responsible for:	Provision of specialist advice and support to student following incidents sexual assault, harassment, bullying, hate incidents
Job family:	Administrative, professional and managerial

Job purpose

The Specialist Wellbeing Adviser sits within the Specialist Support and Welfare in Student Mental Health, Welfare and Wellbeing team alongside a multi-disciplinary team of Mental Health Advisers and Counsellors. This post supplements the advice and support available to students and offers a source of specialist emotional and practical support to students on the Canterbury and Medway campuses.

The Specialist Wellbeing Adviser will work with the Specialist Wellbeing and Welfare Manager in ensuring the provision of high-quality advice and support for students requiring more specialist support following incidents of Sexual Misconduct, Hate Incidents and Discrimination, Spiking, Abusive Behaviours and incidents of Harassment and Bullying. The post holder will be expected to have a working knowledge of all areas above. They will also work with the Senior Welfare Adviser and Welfare Officers in providing support to outreach category students and general welfare support.

Although the post will be based in Canterbury, the post-holder will also be expected to travel to the Medway campus to provide support to students who have been sexually assaulted or harassed and to deliver training and workshops.

Key accountabilities

The following are the main duties for the job. Other duties, commensurate with the grading of the job, may also be assigned from time to time.

- To offer specialist advice and support to students who have experienced sexual assault, harassment, bullying, domestic violence or hate Incidents, including advice and support on accessing health and other services they require.
- To provide guidance to students who may wish to raise their case formally, through University Complaints Procedures or referral to the Police.
- To respond to incident reports submitted via the Universities Report and Support online reporting tool. Providing a timely contact with any named students to check in and determine what next steps they would like to take.
- To offer specialist advice and support to students experiencing a wide range of either pre-existing mental health difficulties that arise following an incident, this includes external liaison where needed.
- To set up Inclusive Learning Plans for students with long term mental health difficulties, to ensure that reasonable adjustments have been put in place to support the student's individual learning needs.
- To complete risk assessments for students following serious sexual assaults or in abusive domestic violence settings.

- To provide specialist advice to university staff on individual cases, including possible actions to ensure that students feel safe and protected after being subjected to sexual assault harassment, bullying or hate incidents.
- To develop and maintain positive links and effective communication systems with key partners including the Police, sexual violence and domestic abuse organisations and other local and national agencies.

Key challenges and decisions

The following provide an overview of the most challenging or complex parts of the role and the degree of autonomy that exists.

- To provide a rapid response to critical situations following incidents of Sexual assault, harassment, hate incidents or bullying where this is requested and appropriate e.g., campus security reports.
- To monitor incidents so that students 'at risk' can be identified at an early stage and to respond appropriately to any risk or safeguarding concerns following agreed University procedures.
- Provide specialist advice and support to students who have experienced sexual assault harassment, hate Incident or bullying.
- Provide specialist advice and support to students with mental health difficulties to help them gain the most out of university life

Facts & figures

The current post falls within the Student Support department which is part of the Student Life Directorate. The role is line managed by the Specialist Wellbeing and Welfare Manager.

Internal & external relationships

Internal:

Student Support staff, Appeals, Conduct and Complaints Team, Security, Academic Advisers and other staff with pastoral/welfare responsibilities, Nursing Services and Campus Security, Chaplaincy.

External:

University Medical Centre and other Medical Practitioners, the Police, Kent Sexual Assault and Abuse Service. Rising Sun, local Sexual Assault Referral Centre, Primary and Secondary Mental Health Services, External support agencies in the community, Kent student Union

Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Regular use of Screen Display Equipment
- Conflict resolution
- Pressure to meet important deadlines such as might be inherent in high profile projects
- Ability to occasionally travel in a timely and efficient manner between campuses

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Essential Criteria:

- Educated to degree level or equivalent (HND, NVQ etc) (A)
- Experience of offering support and advice to those who have experienced sexual assault, harassment, bullying, hate incidents or discrimination (A,I)
- Relevant experience of providing one to one support to people with complex mental health conditions (I)
- Experience of using counselling/advice and guidance skills to a high level in sensitive and complex cases (A,I,T)
- Experience of risk assessment, risk management and of responding pro-actively to mental health emergencies (A,I)
- Experience of working in a multi-agency context (A,I,T)
- Experience of working in a team (I)
- Experience of prioritising competing demands (I)
- Excellent interpersonal skills (I)
- An ability to collaborate and engage with colleagues and external practitioners (I)
- Ability to work autonomously and as a member of a team (I)
- Ability to work efficiently and calmly in a pressurised environment (I)
- Excellent administrative and computer skills (I)
- Experience of recording personal and sensitive data and of maintaining such records to a high professional standard (A,I)
- Proven ability to maintain personal and professional boundaries (A,I)
- A firm commitment to fostering a working and learning environment that is respectful, inclusive and values diversity, including diversity of thought, and which enables staff and students from a wide range of backgrounds to thrive (I)

Desirable Criteria:

- Relevant professional qualification in mental health e.g. nursing with RMN or CPN specialities, Clinical Psychology, Occupational Therapy or Social Work with specialist mental health training (A,I)
- Experience of offering support and advice to those who have experienced sexual assault or harassment and have an understanding of the impact and dynamics of sexual assault (I)
- An understanding of the criminal justice system responses to sexual assault and harassment (I)

Assessment stage: A - Application; I - Interview; T - Test/presentation at interview stage