



# Student Wellbeing Coordinator

## Job Description

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### POSITION OVERVIEW

Location	:	Bloomsbury, London
Base	:	Office based. This is not a live-in role.
Term	:	Full-time; permanent
Salary	:	£34,000 to £37,000
Start	:	May/June 2019
Benefits	:	Generous benefits package including 25 days holiday allowance (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)

The Student Wellbeing Coordinator is responsible in providing provide a wide range of support to students throughout their academic experience at the New College of the Humanities. This includes, but is not limited to, responding to queries regarding a student's mental health, disability, medical, special arrangements for exams, or personal problems. This position reports to Resident Life Manager. The Student Wellbeing Coordinator will establish ongoing communication and positive relationships with students, peers, faculty and external contacts to ensure students are provided with the best possible support and guidance.

### DUTIES AND RESPONSIBILITIES

- Advise students on the provision of resources available, this includes external counselling and mental health specialists.
- Provide discreet opportunities for providing guidance and support to students, by private one-to-one appointments, or drop-in sessions.

## **JOB DESCRIPTION STUDENT WELLBEING COORDINATOR**

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- Arrange escalated counselling sessions and triage assessments with the external counselling contact for students where required. Maintain a regular line of communication with external provisions.
- Support students to develop strategies and techniques to self-manage their mental wellbeing, anxieties, study techniques etc. This may be on a one-to-one basis, or general awareness-raising activities generally with students.
- Respond in a timely fashion to any student mental health concerns.
- Provide an effective and skilled response to students who may be at risk to themselves or others, or who may be agitated, distressed or anxious; identifying student needs and addressing those according to urgency and priority
- Provide advice to Program Liaisons, I, and other staff at times of student crises (24/7)
- Maintain a thorough and up-to-date knowledge and understanding of policies, issues and legislation relating to support for students.
- Advise and support students who have declared a disability, including making recommendations for learning support and putting in place special arrangement for examinations and other assessments.
- Engaging with faculty on learning differences to establish extenuating circumstances, academic accommodations etc.
- Develop and maintain appropriate, reliable and updated record systems and complete all relevant procedures for the purposes of accurate record keeping.
- Providing administrative support to the team and faculty on the VLE (Blackboard), and general IT administrative support to staff, such as converting PDF's, data inputting, and formatting of documentation etc.
- Other associated student support and academic services tasks will be required to be performed from time to time as directed.

### **PREFERRED EXPERIENCE**

- Bachelor's degree required
- Qualification in a nursing, social work or other relevant professional qualification relevant to this role
- Experience of providing guidance and support to students on a one-to-one basis
- Experience of supporting people with mental health issues, including appropriate management of students in crises
- Experience of providing educational support to students with mental health issues, disabilities, and learning difficulties
- Experience in engaging with faculty on areas of extenuating circumstances, academic accommodations etc.

## JOB DESCRIPTION STUDENT WELLBEING COORDINATOR

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- Experience in the development of policies, procedures or protocols
- Interpersonal and communication skills to be able to work on a 1:1 and on a larger group basis, with a diverse range of students
- Experience counselling study abroad / international studies
- Experience with U.S. student demographic is preferable

### **Application Process**

Applications should be made via [this link](#) by midnight, 14<sup>th</sup> April 2019. Please reference your application "NUSWC0319". Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Due to the urgency of this role, applications will be reviewed on receipt and it is possible that an appointment will be made prior to the closing date of this job advert. Applicants are therefore encouraged to submit applications at the earliest opportunity.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. We are not able to provide Tier 2 Sponsorship for this role.