



<b>Job title</b>	<b>Student Wellbeing Advisor</b>
<b>Responsible to:</b>	Head of Student Wellbeing
<b>Place of work</b>	All Sidney Sussex College owned property/sites in and around Cambridge.
<b>Salary:</b>	Point 43 to 48 on University's single salary spine. Salary progression within this range is discretionary.
<b>Hours:</b>	Fixed Term for three years. Full time, 37.5 hours per week.
<b>Holidays:</b>	25 days annual leave plus 8 public holidays.
<b>Pension scheme:</b>	The College offers membership of a contributory pension scheme provided by the Universities Superannuation Scheme (USS). Subject to age and earnings level, you will be auto enrolled into this scheme and you retain the right to opt out.

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### **Sidney Sussex College**

Founded in 1596 and the youngest of Cambridge's "old colleges", Sidney Sussex College is located in the heart of the historic city of Cambridge. We are proud of our 575 year history, and eager to meet the challenges of our time. The College is home to a mutually supportive community of Fellows, students and support staff who work together to sustain a great living and learning experience for all. We believe that to be as open, vibrant, and inclusive as possible is crucial to achieving that objective.

The College's charitable purpose is to promote education, learning and research. It is a centre of academic excellence and actively fosters intellectual curiosity, engaged debate, and research across the entire academic community. The College's ambition is to enable all its students to fulfil their academic potential and to flourish as individuals in doing so.

Over the years, Sidney's members have achieved innumerable academic successes, including four Nobel Prizes, and made major contributions to society in the arts, education, business, and politics.

Sidney Sussex is led by the Master, Professor Martin Burton, and has some 80 Fellows, over 100 assistant staff, and around 630 undergraduate and postgraduate students.

### **The Wellbeing Team**

Responsibility for the Wellbeing of college students has historically rested with the Senior Tutor, who currently leads and co-ordinates this provision, and is accountable to College Council. Direct support for students is provided by three members of the Wellbeing Team (currently the Head of Student Wellbeing, College Chaplain, and Nurse), seven undergraduate Tutors, and three postgraduate Tutors. Four full-time support staff provide administrative and practical back-up to the Wellbeing Team and Tutors, as well as providing emergency pastoral assistance to students alongside other student-facing staff, notably the Porters.

## **Vision for the new post**

This is an exciting opportunity for an enthusiastic and experienced mental health professional to join the Sidney Sussex team in a new role to further improve welfare and wellbeing support for students.

The postholder will engage with individual students on welfare and wellbeing issues including triaging of individual cases and will work closely with the Head of Student Wellbeing, the College Chaplain and the College Nurse.

Working as part of our Wellbeing team, the primary focus of this role will be the provision of one to one non-urgent high-quality assessment, triage and case-co-ordination for students who are experiencing psychological or emotional distress or poor wellbeing. We are seeking compassionate individuals with significant demonstrable experience of delivering psychological and wellbeing interventions young adults. The post holder will maintain a case load as well as offering single session or short-term interventions to address a range of presenting needs for example worry and anxiety, exam stress, low mood, and sleep. The post holder will have the ability to work with a diverse range of students including those who are neuro-diverse and those from underrepresented groups.

The postholder will deliver high-quality assessment, triage, referrals and 'one-at-a-time' wellbeing support for students.

The postholder will work closely with the Head of Student Wellbeing to contribute towards the development and delivery of a programme of wellbeing initiatives, activities, and training opportunities.

## **Main Duties and Responsibilities**

- Provide discreet, unbiased, non-judgemental support for individuals, often receiving the first reports of wellbeing concerns and responding swiftly to individual issues as they arise, sometimes very urgently.
- Carry out a standardised basic mental health assessment of any student who self refers, or is referred to, the Student Welfare Advisor (SWA). The initial assessment will, where possible, be made withing a 'consent to share' framework whereby the SWA will explain to the student from the outset the benefits of consenting to some sharing of personal information (within defined limits) with other member of the multi-disciplinary team.
- Deliver assessment and triage, working collaboratively with students to determine the appropriate support or intervention for their level of wellbeing, functioning and mental health in order to achieve safe and effective outcomes.
- Deliver 'one-at-a-time' wellbeing support informed by evidence-based practice, working fluently with the University's wider Student Support services within a stepped care approach.
- Deliver intermittent wellbeing support informed by evidence-based practice, working fluently with the University's wider Student Support services within a stepped care approach.
- Deliver coordination and welfare checks with students assessed as suitable for specialist support or NHS response, as necessary and appropriate.
- Facilitate referral to, and liaising with, NHS or specialist services where appropriate.
- Work collaboratively with a range of University and College staff to offer professional advice and case coordination.

- Contribute to a 'whole university' approach through raising awareness, promoting and utilising existing University, Sidney Sussex, Student Support services and initiatives, and, within Sidney Sussex to develop College wellbeing services, resources and initiatives, accordingly.
- Contribute to the development and delivery of a year-round programme of events and activities to promote and sustain wellbeing, health and resilience across Sidney Sussex
- Work with the college Wellbeing Team to enhance the colleges support of students with disabilities.
- Work with students and the Wellbeing Team to encourage realistic and mutually consistent expectations of the appropriate level of support available and ensure effective and accessible signposting of available services and resources.

### **General responsibilities**

- Develop and maintain specialist knowledge in the Wellbeing Team's areas of focus and create opportunities to share this expertise with staff supporting students.
- Maintain an up-to-date knowledge on the range of support available across the University and its constituent Colleges, local services in Cambridge, third sector services in the UK and on NHS provision, in order to make informed referrals and guide students or staff in signposting and advice.
- Maintain up-to-date case records, email correspondence and diary administration.
- Represent, in all interactions with students, staff and colleagues, the professional values of the Wellbeing Team, including mutual respect, kindness, inclusivity and a commitment to continuous improvement.
- Comply fully with the colleges policies including Data protection, Safeguarding, Health and Safety.
- Undertake any other duties or responsibilities associated with the role, as directed by the Head of Student Wellbeing in their absence.
- Take part in the College's appraisal scheme and undertake training as required.
- Undertake any other reasonable request or duties commensurate with the post.

The post-holder may be asked to take on different tasks, in addition to those listed in Key Responsibilities, as required. All employees are expected to work collaboratively to support the overall work of the College.

This appointment will be subject to an enhanced DBS check. A flexible attitude to working practices is required, as some support task might need to be performed out of hours.

**PERSON SPECIFICATION:**

	<b><i>Essential</i></b>	<b><i>Desirable</i></b>
Experience	<ul style="list-style-type: none"> <li>- Experience working in a wellbeing or mental health role.</li> <li>- Experience working in mental health services, welfare, or counselling.</li> <li>- Recognised counselling, medical, psychological, or medical related qualification would be an advantage as would experience working to support individuals with mental health issues and professional experience within the higher education sector.</li> </ul>	<ul style="list-style-type: none"> <li>- Experience working in Higher Education Student Support or a health and social care context.</li> <li>- Experience in delivering professional assessments of wellbeing, functioning, mental health and risk.</li> <li>- Experience contributing to strategic wellbeing, initiatives, projects or policy and protocol.</li> </ul>
Qualifications/ Education	<ul style="list-style-type: none"> <li>- Degree or equivalent qualification or experience, and /or evidence of training relevant to wellbeing, mental health.</li> <li>- A recognised counselling, psychological, or medical related qualification with relevant regulatory body/professional.</li> </ul>	<ul style="list-style-type: none"> <li>- CBT, DBT qualification.</li> </ul>
Skills Knowledge	<ul style="list-style-type: none"> <li>- Excellent interpersonal skills including ability to engage empathetically with students.</li> <li>- Excellent written and oral communication skills.</li> <li>- Teamworking skills.</li> <li>- Strong administrative skills and competency with standard computing systems.</li> <li>- Skilled in organisational change and development.</li> <li>- Excellent verbal and written communication skills.</li> <li>- Excellent IT skills.</li> <li>- Experience of writing reports/policy/procedural documents</li> </ul>	
Personal attributes	<ul style="list-style-type: none"> <li>- Friendly and approachable.</li> <li>- Responsible and trustworthy.</li> <li>- Ability to communicate.</li> <li>- Warm, compassionate, and calm in responding to individuals in distress.</li> </ul>	

***Sidney Sussex College is an equal opportunities employer.***

***Updated June 2024***