

Wellbeing Lead

Job Description

Role Summary

Department: Health and Wellbeing

Responsible to: Deputy Senior Tutor

Hours: 30 per week, to be worked across the year

Tenure: permanent

Salary: £42,000 - £46,000 FTE per annum, depending on experience

Purpose of the Role

The Wellbeing Lead will make a significant contribution to maintaining the wellbeing of St Catharine's students and the wider College community. Direct and prompt engagement with student-raised issues will be expected as well as oversight for the planning and implementation of a range of community-facing programmes and activities to promote wellbeing across our community.

Primary Responsibilities

Develops a wellbeing culture

- Works with the Deputy Senior Tutor to continue the development of a wellbeing culture throughout the College, which will be informed by current research and an understanding of the demands of higher education.
- Working collaboratively with students, academic and non-academic staff to ensure a consistent and professional approach to wellbeing within the college community.
- Maintains a balance between undertaking direct work with students and providing an informed overview of wellbeing for the College.
- Creates and delivers a series of wellbeing initiatives for the whole community.
- Contributes to the design of wellbeing support processes for the support of students, staff and Fellows.
- Active member of the EDI working group and collaborates with relevant officers on the JCR and MCR to encourage a fair and inclusive College environment.
- Liaises with the Communications Manager to develop and manage online wellbeing resources for all members of the College community.

Student engagement

- Liaises with the Deputy Senior Tutor and Tutors on a regular basis to understand and support undergraduate and postgraduate student wellbeing needs.
- Advises and supports Tutors as required on individual welfare cases; assists with pastoral interventions and engages the Deputy Senior Tutor or Community Health Practitioner as and when appropriate.
- Liaises with the Community Health Practitioner, Dean (if required), Porters Lodge and Tutors after incidents have been raised, checking that follow-up action is implemented, where appropriate.
- Implements targeted support programmes for students with particular requirements or from particular backgrounds, for example, care-experienced students or those estranged from their families.
- Works with the Community Health Practitioner and Deputy Senior Tutor to respond to and coordinate support when urgent wellbeing and mental health situations arise. The postholder may be required to participate in out-of-hours emergency support, as required.
- Provides a confidential, unbiased, non-judgemental service to students, often being the first port of call for wellbeing concerns.
- Together with the Community Health Practitioner, provides a triaging service for students, initiating the assessment process with students presenting with complex mental health needs, where necessary.
- Refers students to the appropriate support services within the University ensuring support is cohesive and effective.
- Alongside the Community Health Practitioner, will have responsibility as Discrimination and Harassment Contact for the College community.
- Represents the College's commitment to widening participation by representing the welfare team at access events, working closely with the Schools Liaison Officer.

Training and Development

- Liaises with the Deputy Senior Tutor and the Community Health Practitioner to ensure student-facing staff are trained and confident in responding to mental health emergencies and identifying emerging mental health needs within the College.
- Identifies and promotes opportunities for on-going awareness-training and skill-development for academic and non-academic staff, to enhance their skill and confidence in understanding and responding to the mental health needs of the community.
- Keeps up to date with developments, resources and best practice in student welfare and wellbeing and embeds them in policies and procedures within the College community.
- Undertakes training and development activities relevant to the role.

Working with the College Community

- Assists the Deputy Senior Tutor in developing cohesive wellbeing strategies, practice and effective responses to evolving situations within the College community; ensuring that St Catharine's policies and practices for student welfare and wellbeing are kept up to date and are well understood.
- Collaborates closely with student representatives such as JCR, MCR to ensure student needs are understood and represented in wellbeing activities and strategies within the College.
- Creates strong working relationships with key stakeholders within the College and the wider University, such as the college-based counsellor, the ADRC and Student Support Services.
- Where appropriate, represents the College at University training and briefing sessions for the developing network of wellbeing leads across the collegiate university.
- Works with the Communication Manager to ensure that wellbeing initiatives and activities are communicated to students and staff.
- Engages with students and pastoral role-holders to encourage realistic and mutually consistent expectations of the appropriate level of support available, ensure effective and accessible signposting of available services and resources, and overcome any barriers to their take-up.
- Collaborates with the Deputy Senior Tutor and Senior Tutor to oversee and administer the allocated budget for wellbeing initiatives, ensuring efficient and effective use of resources to support student and staff mental health and wellness programs.
- Supports the Community Health Practitioner with the annual induction of new students; this would include assisting with individual student requests and any specific needs.
- Creates, develops and delivers a series programmes which focus on skills to assist students in coping with the demands of study at a world-leading University and support a growth mind-set.
- The programmes for staff will be designed in collaboration with the College HR Manager and the Community Health Practitioner; and will involve events, workshops and training sessions which promote mental health awareness, tools to manage mental health in the workplace and skills which support a positive culture which values wellbeing and fosters mutual respect and inclusion.

The above is not an exhaustive list of duties. This job description may be subject to change, following consultation between the postholder and their line manager. The postholder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.

November 2024

Wellbeing Lead

Person Specification

Qualifications:

Essential

- Educated to Degree level or equivalent.

Skills and Experience:

Essential

- Ability to create and deliver informative programmes across an organisation with a wide range of stakeholders.
- Experience working in mental health services, welfare or counselling.
- Excellent interpersonal skills including a high-level of proficiency in verbal and written communication.
- Ability to handle sensitive and confidential matters.
- Ability to multi-task, work under pressure and to deadlines, but also to delegate work and supervise its delivery when appropriate.
- Ability to give presentations in a clear and articulate manner.
- Excellent IT skills including Microsoft Word, Excel, and database management.
- Accuracy, attention to detail and an organised and methodical approach.
- Resilient and enthusiastic, with the confidence to exercise judgement and use initiative.
- Independent, organised, innovative and be able to deliver work to tight deadlines.
- A commitment to working with young people.
- Ability to work with a wide range of people.
- Ability to manage confidential issues and to remain discreet, calm, diplomatic and professional.
- Understanding of duty of care and data protection.

Desirable

- A higher degree.
- Interest in incorporating current research into the planning and delivery of wellbeing initiatives.
- Interest in gathering supporting data.
- Previous experience in a similar role within higher education.
- Experience within Cambridge University or a Cambridge College.
- A recognised counselling or medical qualification.