



JOB DESCRIPTION

JOB TITLE:	WELLBEING PROJECTS COORDINATOR (6 month post)
RESPONSIBLE TO:	Student Support & Representation Manager
SALARY:	AberSU Coordinator grade: presently £19-21k
HOURS:	Full-time, annualised hours (36.5 hours per week but could also be part time if preferred by post holder - minimum 15 hours per week), to be worked flexibly in negotiation with line manager.
DATE OF WRITING:	November 2020

PURPOSE OF ROLE

To provide and develop Students' Union campaigns, activities and events to support student wellbeing and positive mental health. To be an active outreach member of staff that is proactive in speaking to, working with and developing student understanding and protective factors around positive mental health and wellbeing.

DUTIES AND RESPONSIBILITIES

1. Campaigns, Activities and Events

- To be responsible for the delivery of regular mental health and wellbeing campaigns, activities, and events throughout the academic year.
- To ensure opportunities and impacts of mental health and wellbeing campaigns, activities or initiatives are communicated broadly amongst members to promote awareness and scrutiny.
- To report themes and recurring issues of concerns raised by students in relation to mental health and wellbeing to the Wellbeing Officer and relevant team members.
- To support AberSU officers to effectively represent and take action on student wellbeing matters,

- To promote the principle of partnership between students and university staff in the provision of wellbeing support.
- To work with AberSU and AU colleagues to ensure AU systems, policies and processes are effective for mutual benefit.
- To support students to campaign and take action on mental health and wellbeing issues.

2. Advocacy and Information

- To provide high quality information and guidance to students on mental health and wellbeing issues.
- To provide effective signposting for students to relevant other service provisions.
- To utilise AberSU communications to raise awareness of student issues relating to mental health and wellbeing.
- To promote and protect AberSU's independence, and the value that independence provides for students.
- To promote the availability of the Advice Service positively and proactively across the student community.
- To meet, correspond and liaise with external and internal partners relating to mental health and wellbeing.

3. Training and Development

- Working with key colleagues, to plan, prepare and support delivery of regular mental health and wellbeing training for students including suicide prevention and resilience.
- To support students in the delivery of campaigns, activities and events relating to mental health and wellbeing including meeting, advising, and training.
- Proactively reach out to and work with student groups, liberation groups and representatives on mental health and wellbeing campaigns, activities, and events.
- To build effective relationships with key contacts and partners to provide access to training and development opportunities for students.

4. Other Duties:

- To attend meetings, conferences and training events that may support the effective achievement of the above tasks, and which may promote AberSU's interests, locally, regionally and nationally.
- To positively promote and uphold the values and policies of AberSU.
- To be an advocate for AberSU and our work, locally, regionally and nationally as opportunities arise.
- To work within the terms of the governing documents of the Union, principally the Constitution.
- To contribute to Students' Union publications and informational materials.

- To uphold reasonable expectations regarding health and safety, data protection and other relevant regulations and legislation as appropriate.
- To assist in key Students' Union events throughout the year including Welcome Week & Elections
- Have a flexible approach to duties and work and, in particular, adopt a teamwork style with departments and activities across the Union. This may involve undertaking duties in support of the activities and services of other departments
- Environmental consideration and environmental best practice is the responsibility of all Students' Union staff
- To contribute to Union projects and participate in working groups
- To demonstrate Students' Union behaviours & standards in daily working life

CHANGES TO JOB DESCRIPTION

This job description may be subject to modification or amendment at any time following consultation with the post holder.

This job description is not intended to be an exhaustive list of tasks carried out by the post holder. It does, however, set out the main expectations of the Union in relation to the post holder's duties and responsibilities and the post holder may be expected to undertake alternative/additional work commensurate to the pay grade.

PERSON SPECIFICATION – WELLBEING PROJECTS COORDIANTOR

CRITERIA	Requirement	Application	Interview Day
QUALIFICATIONS			
Good general education, typically to A level equivalent.	Essential	√	
Wellbeing or mental health qualification.	Desirable	√	
EXPERIENCE			
Experience of arranging engaging meetings and events.	Essential	√	√
Experience of planning and implementing promotional and communication campaigns using a wide range of media including online social networks and developing/managing website content.	Essential	√	√
Experience of explaining and/or advising others in relation to complex processes and procedures using simple and accessible terms in in writing and in person.	Essential	√	
Personal experience of campaigning to create change and/or experience of promoting services or projects to the general public.	Desirable	√	√
KNOWLEDGE			
Working knowledge of effective mental health and wellbeing campaigns approaches, tactics and impact measurement	Essential	√	√
Understanding of current issues and themes in student mental health and wellbeing.	Essential	√	√
ATTRIBUTES/SKILLS			
Able to empower and motivate others.	Essential		√
Able to work with complex individuals, situations or organisations and maintain strong working relationships.	Essential	√	
The ability to work effectively in a team and own initiative, highly skilled in time-management and prioritisation.	Essential	√	√
Confident and capable of enthusiastic outreach work involving speaking to students.	Essential	√	√
Able to overcome hurdles and problems in a constructive manner with a calm disposition especially under pressure.	Essential	√	√
IT competent with a working understanding of Microsoft Outlook, Word and Excel.	Essential	√	
Understanding and commitment to promoting equality and diversity and inclusive practices.	Essential	√	√
Commitment to upholding the Students' Union values.	Essential	√	√
Ability to communicate through the medium of Welsh.	Desirable	√	