



JOB DESCRIPTION

JOB TITLE: **STUDENT ENGAGEMENT COORDINATOR: WELSH LANGUAGE MENTAL HEALTH PROJECT**

RESPONSIBLE TO: Student Support & Representation Manager, also reporting to the HEFCW Project Manager based at Bangor University responsible for oversight of the project

SALARY: AberSU Coordinator grade: presently £19,100-21,100

HOURS: Full-time, annualised hours (36.5 hours per week), to be worked flexibly in negotiation with line manager
Fixed term to July 29th, 2022

DATE OF WRITING: September 2021

The ability to speak, read and write Welsh fluently is essential for this post

Funded by Higher Education Funding Council Wales (HEFCW), Aberystwyth University are a collaborative partner on a project to Improve Mental Health and Well-being support for students through the medium of Welsh.

The project involves the development and provision of sustainable support for improving mental health and well-being for students for whom Welsh is their first and preferred language, including the development and creation of online resources, and an All-Wales Welsh Language Mental Health Practitioners and Therapists Network. The project will bring about a significant step forward in providing equivalency for Welsh speaking students.

PURPOSE OF ROLE

We are looking to appoint a Graduate Intern to play a key role in supporting the partner institutions involved with this project in further developing the project and the Myf.Cymru website. Also developing mental health resources and multi-media Welsh language content evaluated by Welsh speaking students providing information, advice, signposting

to services and peer-to-peer awareness raising. The graduate intern will lead on the work of working with and recruiting students at Aberystwyth to ensure student input and feedback on the website.

DUTIES AND RESPONSIBILITIES

- To lead on generating student interest and content for the website and ensure their input into the project.
- Develop close working relationships with the professional staff involved in the project at Aberystwyth University and Students' Union and those at partner institutions.
- Work with the HEFCW Project Manager to recruit students to develop online content and evaluate the website.
- To support the HEFCW Project Manager in their role and with all aspects of the project.
- To support with the training of student contributors.
- Liaise with the HEFCW Project Manager to keep records of all student hours completed by students on the Bangor University's casual workers system.
- Build effective relationships with Welsh language students at the institution to support the development of the project.
- Support the HEFCW Project Manager with the student network and any student focus groups held to receive feedback on the development of the website.
- To assist with the organisation and day to day operation of administrative processes and procedures as part of the project and within the partner institution.

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 – GRADUATE INTERN: WELSH LANGUAGE MENTAL HEALTH PROJECT

CRITERIA	Requirement	Application	Interview Day
QUALIFICATIONS			
Educated to NVQ level IV / Higher National Certificates (HNC) (or equivalent) in an appropriate subject or possess equivalent experience in a relevant field	Essential	√	
Educated to Degree level or equivalent.	Desirable	√	
EXPERIENCE			
Experience of successfully engaging students in project activity	Desirable	√	√
KNOWLEDGE			
An understanding of the social and cultural context of the Welsh speaking student community.	Essential	√	√
An understanding of the current issues relating to student mental health and well-being and an awareness of support and resources available within Wales.	Essential	√	√
ATTRIBUTES/SKILLS			
Excellent organisational and personal time-management skills enabling efficient working, both independently, and as part of a team.	Essential		√
Excellent bilingual communication skills and interpersonal skills, both written and spoken (Welsh/English)	Essential	√	
Excellent team working skills with the ability to collaborate effectively with colleagues	Essential	√	√
Excellent IT skills, including familiarity with MS Office applications.	Essential	√	√
Willingness to accept additional responsibilities.	Essential	√	√
Understanding and commitment to promoting equality and diversity and inclusive practices	Essential	√	√
Commitment to upholding the Students' Union values	Essential	√	√
Commitment to finding innovative ways to interface with the student body.	Desirable	√	√
Comfortable working with new technologies and software	Desirable	√	√