



Job Description

Job title:	Wellbeing Practitioner
Department/School:	Student Services
Grade:	7
Location:	University of Bath premises

Job purpose

To provide professional and pro-active wellbeing support services to ensure that all our students can succeed in their studies and fully participate in the broader student experience.

The role includes planning, carrying out and reviewing 1-1 welfare and wellbeing interventions with students, participating in a Duty system to meet urgent and incoming need, running groups, and signposting and referring on to other teams and services as required. The role includes working collaboratively with other teams and services in Student Support & Safeeguarding to support a whole-University approach to student mental health and Wellbeing.

The Wellbeing service operates 365 days per year and the post involves weekend and early evening shift work.

Source and nature of management provided

Wellbeing Service Manager

Staff management responsibility

No direct reports.

Special conditions

Rota arrangements may be subject to variation.

DBS clearance required

Working at weekends, public holidays and University closure days, on a rota basis, are a requirement of the role

Main duties and responsibilities	
1	Deliver social welfare and wellbeing interventions to students and referring/signposting where appropriate. Provide individual support for students who have complex needs and participate in interdisciplinary and/or multi agency case conferences as required.
2	Participate in a Duty system to assess and respond to incoming needs presenting to the department including responding to staff concerns and liaising effectively with Security and Mental Health Advisors as required.
3	Promote resilience and a sense of belonging through one-to-one interventions and group programmes to ensure that students have the opportunity to succeed in their studies and fully participate in extracurricular activities.
4	Contribute to the development of rotas and participate in their effective operation.
5	Ensure high standards of record-keeping and note-taking both in Duty tasks and individual casework.
6	Develop and maintain a good knowledge of University and local services and keep up to date with current developments in student welfare and wellbeing promotion, through active involvement in relevant professional activities
7	Contribute to internal and external community liaison (in partnership with other departments and the Students' Union), and work collaboratively to improve services to students and the student experience
8	Maintain the highest standards of professionalism at all times, be aware of potential conflicts of interest and promote equality & diversity for students and staff in accordance with University policies
9	Undertake other duties of a similar nature as reasonably required by your line manager.
<p>You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all University policies and procedures at all times and take account of University guidance.</p>	

Person Specification

Criteria	Essential	Desirable
Qualifications		
Relevant post graduate qualification and professional membership/registration in the areas of Social Work, Psychology- (Graduate membership of BPS alone is not sufficient), Youth Work, Probation or allied health professions eg: BACP/UKCP counsellor or registered O.T.	X	
Degree in a related area		X
Experience/Knowledge		
Extensive experience of delivering pastoral care, welfare and wellbeing services	X	
Strong knowledge and experience of working in a needs and risk assessment role.	X	
Understanding of diversity/equalities/inclusion issues and their impacts on student experience.	X	
Understanding of effective models of welfare service delivery, legislative requirements, and national codes of practice.	X	
Knowledge and experience of working in the HE or FE sectors.		X
Experience of developing and maintaining administrative processes, including the use of MS Office and Management Information Systems.		X
Skills		
Effective communication and negotiating skills.	X	
Ability to work effectively as a member of a team and within the broader community.	X	
Well-organised, able to manage time and set priorities for self and others.	X	
Ability to deliver training. Ability to support the development of staff or volunteers.		X
Attributes		
Commitment to collaborative working across professional boundaries	X	
Willingness to work flexibly and develop new skills and knowledge related to the role	X	
Reliability and capacity to work under pressure	X	
Commitment to promoting equality of opportunity within a diverse student and staff body.	X	