



Mental Health Advisor

Department:

Student Services & Experience
Ref: SSE-010/P

Salary:

Salary in the range of £33,348 to
£37,473 per annum.

***Closing date for applications:**

**12:00 noon on Tuesday 3 January
2023**

Interviews are expected to take
place on Monday 16 January 2023.

An application form, job description and person specification can be viewed on our website: <https://www.bolton.ac.uk/staff-area/professional-services/about-hr/vacancies> or requested by email: jobs@bolton.ac.uk.

Applicants need to be aware that only a completed application form will be considered, unless it is specifically indicated in an advertisement that a CV will be accepted. Where appropriate, you should include a list of all publications when submitting your application. Please ensure you quote the position reference number on all applications submitted.

If an applicant is interested in more than one vacancy, a separate application must be submitted for each vacancy to ensure that the individual role requirements are addressed.

Candidates must be eligible to work in the UK, for more information please visit <https://www.gov.uk/check-uk-visa>. No agencies.

*Please note, the University reserves the right to shorten/extend the closing date of any position where a high/low volume of applications are received.

An exciting opportunity has arisen within Student Services for an enthusiastic, dynamic and motivated Mental Health Advisor. Student Services are looking for an individual with a “can-do” attitude who is an excellent team player and who can deliver excellent customer service even under demanding and busy periods.

Mental Health Advisors work from the Life Lounge in the Student Mental Health and Wellbeing Team. The successful candidate will have a dynamic caseload of students, some of whom may have complex needs. Mental Health Advisors support disabled students with applications for Disabled Students Allowance, undertake Mental Health Assessments, provide ongoing support, manage risk and manage appropriate onward referrals either within the University or externally.

Mental Health Advisors provide appointments for students face to face and remotely and going forward will provide a drop-in service for students and academics seeking advice regarding student support. Mental Health Advisors are also required to undertake urgent assessments for those students presenting in distress.

Alongside this Mental Health Advisors deliver workshops, group work and staff development.

All the Mental Health Advisors employed by the University are also Senior Designated Safeguarding Champions and as such are the first point of contact for Safeguarding referrals.

The successful candidate will have effective written and verbal communication skills and be able to maintain a confidential, helpful and cooperative manner when working under pressure. You should be committed to working with a diverse range of students and be able to show sensitivity to individual differences. In order to meet the needs of the University and Student Services, a flexible approach to working patterns/hours is an essential requirement of this role. The successful candidate will be able to manage competing deadlines and have the ability to use their own initiative.