

Wellbeing Coordinator

Department:

Student Services & Experience
Ref: SSE-005P

Salary:

Salary in the range of £25,627 to
£30,497 per annum

***Closing date for applications:**

12:00 noon on Tuesday 24 May
2022

Interviews are expected to take
place on Wednesday 1 June 2022.

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.

Are you interested in joining the number one University in Greater Manchester for Student Satisfaction?

Here at the University, we are proud of our growing reputation as a student focussed University. With our strategy "Teaching Intensive, Research Informed" we are committed to offering students the best experience possible. Due to our ongoing growth, we are now looking for a Wellbeing Coordinator to join Student Services & Experience.

The Wellbeing Coordinator is based in the Life Lounge and is required to deliver a triage service alongside initial advice and guidance on a wide variety of topics to students who are registering to access mental health and wellbeing support. The Wellbeing Coordinator will provide direction and support to the Wellbeing Advisor.

Successful candidates will be working closely with colleagues and other specialist staff including but not limited to Disability Advisors, Student Advisors and Student Funding Advisor.

The role responds to the increased demand for mental health services and the increased complexity regarding student support, particularly, at times, regarding mental health. The Wellbeing Coordinator will require knowledge of local Mental Health and third sector organisations and have a background of managing risk in a high-pressure environment. They will be responsible for triaging all Life Lounge registration forms either in person, remotely using online web conferencing platforms or by telephone within two working days of the form submission. Triage is undertaken using a range of tools such as Gad7, PHQ and Core-GP experience or knowledge of utilising such tools alongside knowledge of Counselling and CBT would be advantageous. The post holder will also be responsible for the coordination of events and activities to support student mental health and wellbeing alongside the delivery of staff development.

The Wellbeing Coordinator will be required to have excellent interpersonal and organisational skills together with experience of supporting individuals with poor Mental Health obtained from working in large organisations such as Universities, Further Education Colleges, Social Services or the NHS.

The Wellbeing Coordinator position will be subject to an Enhanced DBS Check.

The successful candidate will be working with a diverse student body in a widening participation university. To meet the needs of the University and Student Services, a flexible approach to working patterns/hours is an essential requirement of this role.

We ask a lot from our staff but in return, you will receive a competitive benefits package including access to the Local Government Pension Scheme, an employee benefit scheme and generous leave entitlement. As a small university, you will have the opportunities to work with colleagues across campus to support and deliver the best student experience possible.