

Wellbeing Coordinator – Grade 5

Full Time – Permanent
Library & Student Services
Ref: LSS-139/P

Salary in the range of £24,771 – £29,514 per annum

*Closing date for applications is **12.00 noon on Tuesday 16 April 2019**

Interviews are expected to take place on **Tuesday 7, Wednesday 8 and/or Thursday 9 May 2019**

The University of Bolton is investing significantly in its Mental Health care and Wellbeing services for students by improving service provision and by educating staff and students to raise awareness. This new role is a key addition to Student Services and the Life Lounge and its introduction compliments the department's current working practices and proposed development of new initiatives. The changes being made at The University of Bolton will improve the way in which students' access services and will offer better support to students and for staff who have regular contact with students.

The University of Bolton Student Services department opened the Life Lounge in September 2015 and received Customer Service Excellence Plus for the initiative. The Life Lounge provides students with access to a Counselling service, Cognitive Behavioural Therapy Service delivered by postgraduate students under the management/supervision of qualified academics from the School of Education and Psychology and a Mental Health Advisor service. The University of Bolton is looking to expand on this service provision by the creation of two new posts in the Life Lounge, the Wellbeing Coordinator and Wellbeing Advisor alongside the recruitment of another Student Counsellor and CBT Therapist. Successful candidates will be working closely with professional colleagues and other specialist staff including but not limited to Disability Advisors, Student Funding Advisor and the Accommodation Team.

The creation of the new roles responds to the increased demand for mental health services and the increased complexity in regards to student support, particularly, at times, in regard to mental health. The Wellbeing Coordinator supported by a Wellbeing Advisor will take forward the coordination of specialist support professionals and will lead with the administrative tasks these staff currently undertake allowing them greater time to dedicate to supporting students.

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. For both the Wellbeing Coordinator and Advisors post the successful candidates 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. 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.

An application form, job description and person specification can be viewed on our website: <https://www.bolton.ac.uk/places/professional-services/hr/vacancies> or requested by email: jobs@bolton.ac.uk. Alternatively, please telephone our 24 hour answering service on extension 3579 (Please leave your home address details). Please remember to quote the position reference number.

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 documentation submitted.

If an applicant is interested in more than one vacancy, a separate application form 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.

The University of Bolton strives to achieve equality of opportunity
