Job Title: Welfare Officer

Responsible to: The Senior Tutor

Role: To provide confidential advice on all aspects of physical and mental health and wellbeing related issues for the welfare of the college community of students, fellows and staff. The postholder will take a proactive approach to ensure the health and wellbeing of the college community.

Main Duties and Responsibilities:

1. Consultation, monitoring and treatment of members of the college community, through regular surgeries, room visits to diagnose and treat where appropriate; support disabled students and those recovering from serious illness in hospital or college.

2. Develop a presence and visibility so as to become the first point of contact for colleagues in discussions of evolving physical and mental health priorities and strategic responses to changing circumstances.

3. Support, liaise with and advise the Senior Tutor, Tutors, Directors of Studies, Chaplain, Porters, student welfare officers and the college’s retained counsellors as part of the college’s welfare team. Liaison with and referral to external care or counselling as appropriate.

4. Offer advice on how best to manage stress and anxiety and to avert the issues arising. Take a proactive approach to the health and wellbeing of the college community, including individual health education and college wide initiatives such as healthy eating, stress reduction, mental health and general wellbeing. Provide general advice and support aimed at building resilience rather than only dealing with mental health crises as they arise.

5. Develop a strategy for wellbeing in the college, including a focus on life skills which will assist students in coping with the demands of study at a world-leading University and help them to graduate as life-ready individuals as well as well-qualified ones.

6. Support the HR Manager, the Equality and Diversity Committee and senior management in providing guidance and training, as appropriate, and helping to create a harmonious and supportive workplace community based around mutual respect.

7. Assume responsibility for training and activities for staff and students that would cover a range of wellbeing and health matters. Aim to become a model of best practice in the field of supporting and caring for the whole community, including the dissemination of information on mental health and wellbeing as well as other aspects of health and self-care.

8. Assume oversight of areas of risk and planning in matters relating to student and staff wellbeing.
9. Attend relevant meetings such as tutors’ meetings, college health and safety working group, Cambridge College Nurses Association and relevant training sessions.

10. Monitor and maintain adequate levels of medical supplies to include those necessary for college First Aid boxes.

11. Such other duties as may be reasonably required by the college from time to time.

The above is not an exhaustive list of duties. The postholder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the college. The postholder will be expected to develop constructive working relationships with:

- Students, fellows and staff
- Senior Tutor, Tutors and other members of the Tutorial & Admissions Office
- Bursar and Heads of Departments
- Retained college counsellors
- Other healthcare professionals including local GPs and the University Counselling Service

**Person Specification:**

- Registered General Nurse (RCN)
- Experience of advising and assisting people with a range of physical and psychological issues
- Experience of working independently with confidence and making appropriate decisions
- Knowledge of local referral pathways
- Computer literate with experience of Word, Outlook and Excel.
- Effective interpersonal skills to liaise with a wide variety of individuals and supporting bodies
- Experience of working with other medical agencies to achieve the most effective outcome
- Counselling or other interpersonal skills
- Ability to work calmly and under pressure
- Ability to effectively deal with a wide range of medical, psychological and other emergencies
- Willingness to take a proactive approach to the health and wellbeing of the college community
- Initiative, discretion and the ability to work with limited supervision
- A willingness to work flexibly within the role
- Familiarity with higher education establishments desirable

**Main Terms and Conditions of Employment:**

The appointment is subject to an initial probationary period of six months, which may be extended at the College's discretion. The post is 50% FTE being 18.75 hours per week throughout the year. The weekly hours will include some fixed daily sessions to be determined, plus time for visiting students in their rooms when necessary, for individual appointments outside the fixed sessions and for attendance at key meetings and strategy sessions. These hours may vary at different times throughout the year and are negotiable to accommodate the needs of the college and the successful candidate. Some evening and weekend work will be necessary, occasionally at short notice.

The salary will be £37,525 per annum (based on 37.5 hours per week). For the 975 hours worked over the year, this equates to £18,763 per annum. Holiday entitlement is 25 working days (pro rata), as well as public holidays. The post holder may be required to work bank holidays that fall in term time for which time off in lieu will be given. In addition, the college offers excellent benefits including an occupational final salary pension scheme and subsidised meals.
Selwyn College is home to students of all backgrounds from the UK and across the world. We are proud of our diversity. We therefore welcome staff whatever their race, gender, sexuality, disability or religious belief, and we are keen to receive applications from people who may be under-represented in our community.