



IMPACT

Mental Health and Wellbeing Advisor

Reference: R220749
Grade: 7
Salary: £27,929 to £33,314 per annum, depending on experience
Contract Type: Permanent
Basis: Full Time – 36.5 hours per week

Job description

Job Purpose:

Student Welfare at the University is undergoing an exciting period of transformation, including substantial growth across key teams within the directorate, with bold and innovative thinking to enhance the student experience as well as a data-informed approach at the heart of all that we do. Our vision is to enhance our inclusive, caring and supportive community to help our students manage any issues or challenges that affect their ability to study and develop a better student experience.

The Mental Health & Wellbeing team comprise of expert mental health and wellbeing staff, providing a safe, confidential and non-judgmental space in which our students can discuss and seek support for any issues that may be affecting their ability to study. The team is part of the broader Student Welfare directorate which also includes the Counselling service, Disability & Academic Support team, the Chaplaincy, Residential Experience & Support, and the Student Support team. The postholder will work collaboratively with colleagues across Student Welfare as well as the wider University.

The post would suit someone with a keen interest in working with young adults with a wide range of mental health challenges and supporting those who require assistance in developing skills to successfully manage their own mental health and wellbeing. Candidates should have experience of assisting and enabling individuals to overcome barriers and achieve personal goals. Graduates in Psychology or a Health-related discipline or graduates who have experience of working in student advisory roles should be well-suited to the role.

Aston University has a diverse student body and clinical team, however, we would welcome and encourage applications who would identify as coming from Black or Minority Ethnic backgrounds, as well as applicants who would identify as coming from the LGBTQ+ community.

Main duties and responsibilities

- Supervised management of a delegated case load of students with ongoing mental health difficulties following clear protocols for support and interventions, in-line with best clinical practice and national frameworks.
- Under supervision, provide psychological support on a one-to-one basis, including offering strategies for students who are struggling to attend and engage.
- Providing support and referral to internal or external services as required.
- Operate as a second point of contact to provide support and advice for staff with students experiencing acute mental health episodes, for example delusional behaviour, suicide ideation, psychosis.
- Offer support to the wider Mental Health and Wellbeing team in responding to crisis situations involving students in difficulty mitigating risk to themselves or others.
- Support and develop links with a wide range of external agencies to enhance collaborative working and referral between all available support mechanisms.

- Assist in dissemination of appropriate support recommendations to teaching teams, support staff, and the exams team.
- Promptly record and maintain accurate student case notes and other database or systems as appropriate.
- Support the wider Mental Health and Wellbeing team in monitoring the progress of current students who declare a mental health difficulty, following up on signs of disengagement or increasing vulnerability.
- In partnership with colleagues from the Disability and Academic Support team, advise student clients on applying for appropriate funding and support, such as Disabled Students' Allowances.
- Support delivery of a programme of mental wellbeing workshops for students with a strong emphasis on supporting self-care and management and promotion of individual mental health and wellbeing.
- Under supervision and guidance, assist in the development and updating of promotional advice literature regarding mental health and wellbeing, including information for web pages.
- Assist in the collection of appropriate information to evaluate and monitor the effectiveness of the service, identify needs and trends, and inform decision making.
- Support delivery of a programme of mental health training and awareness sessions for staff.
- Attend meetings as required to fulfil the requirements of teamworking and collaboration with other staff and external stakeholders.
- The successful candidate will receive regular clinical and management supervision to ensure they are fully supported in addressing the needs of individual students.
- Attend open days and other student engagement events (evenings and/or weekends) when required (occasional).
- Liaise with the University's three academic Colleges to engage with and support students who are not engaging with their studies and may require additional signposting and/or support.

Additional responsibilities

- Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- Ensure and promote the personal health, safety and wellbeing of staff and students.
- Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> • A recognised degree relating to mental health and/or physical health wellbeing, such as psychology (minimum 2:2) 	Application form
Experience	<ul style="list-style-type: none"> • Proven background of working in a mental health setting for at least one year OR • Experience of directly working in student services in an advisory capacity for at least one year • Experience of delivering mental health awareness and wellbeing sessions as 1:1 sessions or in a group setting in person or online 	Application form and interview
Aptitude and skills	<ul style="list-style-type: none"> • Excellent verbal and written communication skills when dealing with a range of people • Demonstrate skills of risk assessment and understanding of how to mitigate identified risks • Ability to deal with challenging situations of a sensitive nature • Ability to deal appropriately with confidential information and adhere to GDPR requirements • IT skills, particularly in the use of Microsoft Office packages and email • Ability to work as part of a team and contribute to outstanding team performance • Good networking skills • Accurate and timely record keeping 	Application form and interview

	Desirable	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> • Professionally qualified Registered Mental Health Nurse, Mental Health Social Worker, Occupational Therapist or equivalent. • Certificate or above in counselling or psychotherapy e.g. CBT / DBT / Solution Focused Approach 	Application form
Experience	<ul style="list-style-type: none"> • Experience of working in a Further or Higher education setting • Experience of providing on-line or telephone mental health support • Experience of working with young adults from diverse backgrounds with complex and varied mental health needs 	Application form and interview
Aptitude and skills	<ul style="list-style-type: none"> • Working knowledge of local mental health service provision • Understanding of safeguarding practices and legislation 	

How to apply

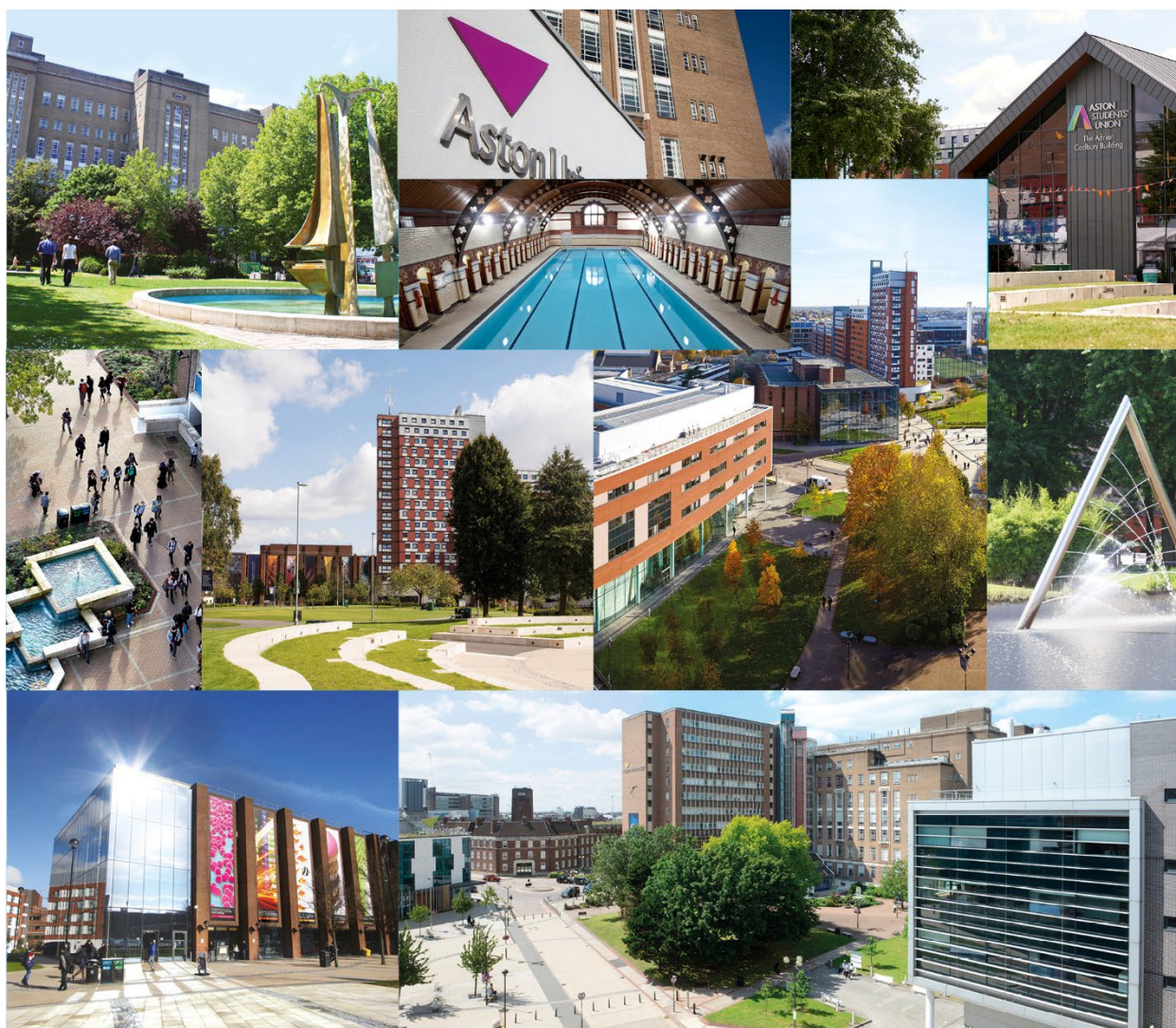
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 on the advertised closing date.

All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Lee Johnson

Job Title: Head Of Mental Health And Wellbeing

Email: l.johnson4@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage <https://www.gov.uk/settled-status-eu-citizens-families>
Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa

<https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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