

Student Wellbeing Advisor



OPPORTUNITY

Where change
gets real.



Reference: 0593-24

Grade: 7

Salary: £30,505, to £35,880 per annum, depending on experience

Contract Type: Permanent

Basis: Part Time

Job description

Job Purpose:

Student Life at Aston University is undergoing a period of dynamic transformation, driven by strategic growth within core teams and a commitment to bold, innovative approaches that enrich the student experience. Central to our mission is a data-informed approach, ensuring continuous improvement in our services. Our Student Wellbeing team provides comprehensive information, guidance, counselling, and support to the Aston University student body, actively promoting mental, emotional, physical, and spiritual well-being within our diverse community.

The Student Wellbeing Service is a cornerstone of our inclusive, caring, and supportive environment, dedicated to helping students address challenges that may impact their academic journey and overall experience. Our team, comprising counsellors, chaplains, and wellbeing staff, offers a safe, confidential, and non-judgmental space where students can discuss and seek support for issues affecting their studies.

Reporting to the Student Wellbeing Supervisor, the postholder will work closely with colleagues across Student Life and the wider University. As a Student Wellbeing Adviser, you will support students in developing skills, overcoming challenges, and achieving personal goals to improve their mental, physical, and emotional well-being. A key aspect of this role is collaborating with the Student Wellbeing Supervisor and the Chaplaincy Coordinator, under the oversight of the Head of Student Wellbeing, to ensure a cohesive and effective Student Wellbeing team.

This is a student-facing, on-campus position requiring regular, in-person interaction with students. You will also design and promote activities that raise awareness of key wellbeing themes throughout the student lifecycle, collaborating with Student Life colleagues to create a supportive and engaging campus experience.

Main Duties/Responsibilities:

- ▶ Support delivery of a programmes of wellbeing workshops for students with a strong emphasis on supporting self-care and management and promotion of individual mental health and wellbeing.
- ▶ Assist in the development and updating of resources regarding mental health and wellbeing, including information for web pages.
- ▶ Support delivery of a programme of mental health training and awareness sessions for staff.
- ▶ Inform and support students in a wellbeing capacity, staying within the remit of a student wellbeing adviser taking care not to provide counselling support.
- ▶ To support colleagues within the student welfare/life team with any administration duties where necessary and appropriate.
- ▶ Operate as a first point of contact in responding to student queries regarding wellbeing, primarily based in the newly formed Student Solution Centre and conducting outreach work and proactive wellbeing interventions.
- ▶ Providing support and referral to internal or external services as required.
- ▶ Offer support to the wider student wellbeing and welfare 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.
- ▶ Promptly record and maintain accurate student case notes and other database or systems as appropriate.

- ▶ Support the wider student wellbeing and student welfare teams in monitoring the progress of current students who disclose a mental health difficulty, following up on signs of disengagement or increasing vulnerability.
- ▶ Assist in the collection of appropriate information to evaluate and monitor the effectiveness of the service, identify needs and trends, and inform decision making.
- ▶ Attend meetings as required to fulfil the requirements of teamworking and collaboration with other staff and external stakeholders.
- ▶ Attend Open Days and other student engagement events (evenings and/or weekends) when required (occasional).
- ▶ Collaborate with student life colleagues to 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.
- ▶ DBS clearance is required for this role.

Person specification

	Essential	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> • A recognised undergraduate degree relating to mental health and/or physical wellbeing, such as Psychology. 	Application form.
Experience	<ul style="list-style-type: none"> • Proven, paid experience of working in a mental health or wellbeing advice setting. • Paid experience of working 1-1 and in groups with students or young people with diverse backgrounds, delivering mental health awareness and wellbeing sessions, in person. • Demonstrable experience of risk assessment and understanding of referral pathways and support organisations. 	Application form and interview.
Aptitude and skills	<ul style="list-style-type: none"> • Excellent interpersonal, verbal and written communication skills. • Excellent IT skills, particularly MS Office and case management software. • Accurate and timely record keeping. • Ability to prioritise conflicting priorities and meet deadlines. • Ability to deal with challenging situations of a sensitive nature. • Ability to work collaboratively as part of a team, contributing to outstanding team performance, as well as on own initiative. • Ability to deal appropriately with confidential information and adhere to GDPR requirements. 	Application form and interview.

	Desirable	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> Professional qualifications such as 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. Safeguarding training. 	Application form.
Experience	<ul style="list-style-type: none"> Experience of using social media and other promotional platforms to engage effectively with people in wellbeing activities. Experience of working in a Further or Higher education setting. 	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. 	Application form and interview.

University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Values + Behaviours



Innovation

We strive for excellence within ourselves and others, providing solutions to new and existing challenges.



Collaboration

We work best when we are collaborative, working together to contribute to the Aston community.



Ambition

We strive together for improvement and innovation looking ahead to see the bigger picture.



Inclusion

We treat everyone in our community equally and how they would like to be treated.



Integrity

We are open, honest and fair. We take ownership of the way we work and how we treat each other.

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 23.59pm 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 recruitment@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Ummayah Sidhu
Job Title: u.sidhu1@aston.ac.uk
Email: Head of Student Wellbeing

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@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: [Benefits and Rewards | Aston University](#)

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: You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our candidate immigration page.

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

Academic Technology Approval Scheme (ATAS):

If you will conduct research in your role and you apply for a Skilled Worker or Temporary Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our candidate immigration page.

Before you start and Right to Work

90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The Midland Landlord Accreditation Scheme provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as Rightmove or Zoopla.

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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