



**NORWICH
UNIVERSITY
OF THE ARTS**

**Student Mental
Health and
Wellbeing Adviser**

norwichuni.ac.uk

We are one of the great British art schools: a specialist creative arts university that draws on 175 years of history, with our focus on the future and the role of creativity in addressing global challenges and opportunities.



For further information on Norwich University of the Arts and our Community please visit www.norwichuni.ac.uk

We celebrate diversity and believe it to be at the core of any creative endeavour. Whatever your background, identity and prior experience, wherever you are from, we want you to bring your whole self to work each day, in an environment that recognises your unique contribution.

In choosing to work at Norwich University of the Arts, you will join a community of creative academics, technicians and professional experts who are committed to delivering exceptional Creative Arts Education, Research and Knowledge Exchange. You will work in a stimulating and critically engaged workplace, where the creativity of all our students will develop because of your commitment.

We are renowned for our teaching quality. We have been awarded Gold in the Teaching Excellence Framework (TEF) with the highest possible rating. We are the only creative arts and design university with a triple gold TEF rating.

We are in the Top 10 for Teaching Quality in the 2022 Sunday Times Good University Guide. We are the highest climber in the Complete University Guide 2023 – the highest-ranked specialist creative arts university outside London and were named University of the Year for Student Retention by the Sunday Times 2020 Good University Guide for the support we offer from pre-enrolment to post-graduation.

You will work in the heart of Norwich. We are proud of our award-winning campus, which has played a pivotal role in regenerating an exciting quarter of the city.

Our 21st century teaching spaces and workshops are housed in renovated buildings with Medieval, Victorian and Edwardian heritage. Norwich University of the Arts won the Outstanding Estates Strategy Award at the 2018 Times Higher Leadership and Management Awards.

In support of its new Strategy, the University has recently acquired a new building in the heart of Norwich. Bank Plain, a former bank, is an additional 37,000 sq. ft of space and an ambitious commitment to being a high profile, civic university championing the creative arts.

Ninety-four per cent of our graduates are in work or further study six months after graduation, and Norwich University of the Arts won a Guardian University Award for Employability and Entrepreneurship in 2019 for our innovative 'gamification' of careers advice. You will find our graduates in key positions across and beyond the creative sector and industries.

There are of course Oscar nominees and BAFTA winners, but also rising stars who are honoured across the creative industries: from D&AD Pencil winners, to emerging fine artists, photographers and fashion designers.

We understand that making career choices requires careful consideration. We hope that as you learn about us you will be inspired by our ambitions for the future.

**Professor Simon Ofield-Kerr,
Vice-Chancellor**



Committed to equality and valuing diversity

Norwich University of the Arts is committed to being an inclusive community that offers equality of opportunity and enables our staff and students to flourish and succeed, regardless of their background or personal circumstances.

Our commitment to equality, diversity and inclusion is embedded in everything that we do. We celebrate the diversity of our backgrounds, cultures and actions, promoting art and design as a catalyst of social change.

As such, we are champions for the creative arts; empowering all of our students to be valued and productive members of society, with ambitions to change the world.



A BA (Hons) Film and Moving image Production student setting up in the Sir John Hurt Film Studio

Situated in the historic city centre of Norwich, with an impressive estate that encompasses both historic buildings and brand-new state of the art facilities, the University is a vibrant community that forms the beating heart of the city and region's arts and cultural worlds.

Student Mental Health and Wellbeing Adviser

37 hours per week for 52 weeks per year, full-time

Part-time working arrangements can be considered.

Salary:

£32,296 to £36,924 per annum rising to £32,546 to £37,174 per annum from 1st March 2025

Closing date for applications:

20th October 2024 11.59pm

Interviews will be held on:

5th November 2024

We have an exciting opportunity for a Student Mental Health and Wellbeing Adviser to join the Student Support team. The successful candidate will hold a therapeutic qualification and will be registered with a recognised body such as HGI, BACP or UKCP.

The Student Support Team provides information, advice, guidance and interventions to students on mental health, wellbeing, dyslexia and disability, money and funding, and accommodation. Our students are mainly young undergraduates aged 18-23, with over 30% disclosing a specific learning difference or other physical or mental health disability. Over 13% of our students identify as Black, Asian or from another minority ethnic group.

This role will be working directly with students on a one to one and group basis to deliver mental health and wellbeing interventions, providing information, advice and strategies. The role will also support the Mental Health and Safeguarding Manager in overseeing and working with risk assessment and in supporting staff in the team. Offering a confidential service, working to effective personal and organisational boundaries will be important.

The post will require the successful candidate to build a good working knowledge of the University systems and courses to provide a holistic service within the University context. Working flexibly across campus you will find ways to effectively promote mental health and wellbeing to our diverse student body, through

a range of delivery methods and in differing locations. Building positive relationships with University colleagues and external partners will be essential to the success of this role.

The successful candidate will have excellent interpersonal and communication skills with experience of delivering a person centred, needs led, confidential service. You will have substantial experience of working with young adults on a one-to-one and group basis and thinking creatively to identify options.

The post requires a flexible approach, and the working pattern may vary slightly in response to changes in demand throughout the academic year. You will be highly organised and able to plan and prioritise work effectively in an environment with multiple deadlines and concurrent tasks.

Please note that this role is available working full-time or part-time hours. We may also consider term-time working arrangements, so please ensure you clearly indicate your preference within the supporting statement of your application. The advertised salary will be adjusted pro-rata for any part-time or term-time arrangements.



Job Description

Student Mental Health and Wellbeing Adviser

Reporting to: Mental Health and Safeguarding Manager





Job Purpose

Based in Student Support, the post holder will provide a confidential advice and intervention service to students. You will hold a therapeutic qualification and registration with a recognised body, such as HGI, BACP, UKCP or equivalent. Safeguarding and risk management as it applies to university students will be an important aspect of this role. The role also involves working collaboratively with other members of the mental health and wellbeing team and more widely across student support to offer an integrated service.



Main Responsibilities

- Offer a confidential intervention and advice service to students seeking help with a range of mental health presentations, including psycho education and advice on maintaining wellbeing.
 - Work with a caseload of students with complex needs on a 1:1 basis to deliver interventions-based work. This will include assessing and managing risk and risk mitigation.
 - Alongside the Mental Health and Safeguarding Manager, offer day to day advice and consultation to the Student Support Advisers on casework, including taking referrals and supporting risk mitigation.
 - Act as the Deputy Safeguarding Lead when the Mental Health and Safeguarding Manager is out of office.
 - To support the Mental Health and Safeguarding Manager in the development and maintenance of contacts with local support agencies, networks and general practitioner surgeries that work closely with the University.
 - Act as one of the University's Sexual Violence Liaison Officers (SVLOs), offering support for students who report sexual misconduct and contributing to work around prevention and awareness raising.
 - Maintain appropriate confidential records of student casework, any liaison with staff or external agencies in line with the University's Data Protection procedures and Student Support protocols.
 - Maintain appropriate professional boundaries at all times.
 - Work within the ethical framework set out by your registration body, including undertaking appropriate supervision and CPD.
 - Inform students of resources available within the University and through external agencies, including counselling and support services. Signposting to external services.
 - Assist in the design and delivery of wellbeing group sessions for students, in line with the University's approach.
 - To contribute to the design and maintenance of the self-help resources on the intranet.
 - Keep up to date with developments in student mental health and wellbeing.
 - Assist the Mental Health and Safeguarding Manager in the preparation of data and reports, including information to inform the Management Information System data.
 - Assist the mental health and wellbeing team to ensure that the student mental health and wellbeing information on the University intranet, internet and other University publications and leaflets is accurate, current and accessible.
 - Ensure that all correspondence, minutes and documents are prepared in line with the standard University format.
 - Work flexibly, where required, within campus opening hours which are Monday to Thursday 8.45am – 9pm; Fridays 8.45am – 5pm; Saturdays 11am – 3pm.
 - Working hours are usually 8:45am – 5pm Monday – Friday with work outside these hours being on an as needed basis. This can occasionally be with short or no notice.
- Whole team/additional responsibilities:
- Contributing to reviews and revisions of policies and procedures and researching equivalent policies and guidance elsewhere in the sector as part of the process of review.
 - Support for other activities across student support as may be required. This may include such events as Open Days, Applicant days, Move in weekend.



Person Specification

Essential

- Post Graduate Qualification in counselling/psychotherapy and registration with an accredited body e.g. HGI, UKCP, BACP or equivalent.
- Proven experience of using an intervention and risk management approach to complex work with young people/young adults with mental health presentations or emotional difficulties.
- Significant experience of working one to one with young people/young adults with mental health and wellbeing presentations.
- Experience of delivering group interventions for wellbeing to young people/adults.
- Experience and understanding of safeguarding and risk management as it applies to the delivery of services to young adults.
- Experience of a person centred, needs-led approach to service delivery.
- Proven ability to think creatively, identify a range of options and deliver relevant interventions.
- Excellent interpersonal skills with a trauma informed, empathetic and enabling approach to working with students.
- Proven ability to understand and maintain professional boundaries and high levels of confidentiality at all times.
- Excellent time management and the ability to organise and prioritise own work and use own initiative.
- Proven experience of working independently.
- Proven experience of working in a team and an understanding of the needs of small teams.
- An understanding of the teaching and learning experience in HE.
- Good administrative skills to include computer literacy (Microsoft) and accurate record keeping using a record system or database and an ability and desire to learn.
- Evidence of recent CPD and the desire to learn and remain updated both in terms of professional practice and University awareness.

Desirable

- Educated to degree level or equivalent experience in a relevant area.
- Understanding of mental health and wellbeing legislation and guidance as it applies to HE.
- Experience of SVLO work or equivalent.

Further Information

Equality, Diversity and Inclusion

It is important that our University community supports our policy on equality, diversity and inclusion and that each of us reflects this in the way that we work.

Health and Safety

We are all responsible for helping to make the University a safe and healthy place to work and study, ensuring that we are compliant with our Health and Safety Policy.

Policies and Procedures

We should keep up to date with the University's policies and processes which are usually available on our intranet, reflecting these in the way that we work.

Staff Development

Our performance and development activities include appraisal and development reviews, participation in learning and development, and a personal responsibility to maintain our own subject knowledge.

Confidentiality

We must maintain appropriate confidentiality in relation to our work and that of the University.

Variation to Job Description

We may vary your duties and responsibilities outlined in the job description to reflect the changing needs of the University.



General Information

Terms and Conditions of Appointment

On appointment, you will receive a full statement of terms and conditions for your role.

Duties

Your duties and responsibilities are outlined in the job description

Starting Date

This post is offered on an indefinite basis from November 2024.

Hours of Work

The standard hours of work are 37 hours per week.

Salary

This post is on an incremental salary scale. The salary for this post is Grade 6. The full-time salary is £32,296 to £36,924 per annum rising to £32,546 to £37,174 per annum from 1st March 2025. Any part-time or term-time arrangements will be subject to a pro-rata adjustment to the salary.

Annual Leave

Your annual holiday entitlement will be 22 days rising to 25 days after 5 years' service, plus 8 statutory days (pro rata). In addition, the University may grant 4 or 5 concessionary days leave per year when the University is closed.

Pension

Employees have the benefit of joining the Local Government Pension Scheme, a defined benefit pension scheme which builds up a pension on a "Career Average" salary basis to which the University currently contributes an additional 24.4%.

As a member of the scheme, you would be provided with a secure future retirement income, independent of share prices and stock market fluctuations. There is also cover in the event of early retirement on the grounds of permanent ill-health, redundancy or business efficiency. Plus you have the option, on retirement, to exchange part of your pension for some tax-free cash.

From the moment you join, the benefits of the pension scheme also include life cover and family benefits for partners and children in the event of your death.

As a member of the Local Government Pension Scheme you have the security of these valuable benefits at a relatively low cost to you. You can find out more about the pension scheme by visiting the Norfolk Pension Fund website at <https://www.norfolkpensionfund.org>

DBS Applications

Individuals applying for this role will be required to complete an online enhanced DBS check and to provide the requested original documentation for checking and photocopying as part of the application process. All costs for a disclosure and barring check will be met by the University. Failure of the individual to provide information that is directly relevant to any DBS check could lead to the withdrawal of an offer of employment.

Interview Expenses

Reasonable travel and incidental expenses will be reimbursed when agreed in advance in line with the University's Candidate Interview Expenses Guidelines which are available on request.

Offers of Employment

All provisional offers of employment are subject to evidence of eligibility to work in the UK, verification of qualifications, satisfactory references and medical assessment process.

If you are unsure of your right to work in the UK you can use the Gov.uk visa checking tool to establish your eligibility and options relating to visas.

Please be aware that all visa routes have their own eligibility criteria and not all roles/applicants will be eligible for sponsorship under the Skilled Worker visa route

Referees

References will not normally be taken up unless a provisional offer of employment is made. All offers of employment are subject to receipt of satisfactory references covering current or most recent employment and the past three years of work.



Students in the control room of The Sir
John Hurt Film Studio in Boardman House

Application and Recruitment Process

Job Description and Person Specification

Within this pack you will find the job description and person specification for the post for your consideration before you complete your application form.

The Job Description provides information about the main duties and responsibilities for the position. It also explains the purpose of the post.

The Person Specification sets out the experience, skills, abilities and characteristics to perform the duties in the job description.

We recognise that candidates may sometimes not meet all of our requirements. If you like what you've seen so far, we would still like to hear from you.

Application Form

We ask that applicants complete the application form in full and as clearly as possible.

You may, if you wish, submit a CV with your application form. However, we are unable to accept CVs without a fully completed application form.

The application form is the first stage in the recruitment and selection process and is a key element in being short-listed for an interview and the possible offer of a job.

Equal Opportunities Monitoring

As part of our commitment to equality, diversity and inclusion, we monitor the diversity of our workforce and applicants to help us review the effectiveness of our policies and procedures.

To help us with this, we ask that you complete the Equal Opportunities Monitoring section of the application form.

Submission of Application Form

Please submit your completed application form to jobs@norwichuni.ac.uk quoting reference **A1065-1** in the subject line, and ensure you have indicated your preference on working hours in your supporting statement.

Please note that we can only accept application forms in either PDF or DOC format.

The closing date for this vacancy is:
20th October 2024 11.59pm

We regret we are unable to accept late applications.

Interview Arrangements

Interviews will normally be held on campus.

We will be in touch to let you know if you are shortlisted for interview.

The date of the interview will be:
5th November 2024

Due to the high volume of applications we receive we are unable to provide you with feedback.

If you are shortlisted, we will ask you to provide us with evidence of your eligibility to work in the UK.

We would like to take this opportunity to thank you for your interest in this position and wish you success with your application.

If you have any queries regarding any aspect of the recruitment and selection process, please contact the Human Resources Team by emailing jobs@norwichuni.ac.uk.



**NORWICH
UNIVERSITY
OF THE ARTS**

norwichuni.ac.uk

