**JOB DESCRIPTION //**

**Wellbeing Officer**

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| Employer: | Keele SU |
| Responsible to: | Student Body |
| Directorate / Department Team: | Elected Officers |
| Hours | 37.5 |
| Salary: |  |

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| **Work Context:** |
| Keele SU aims to be a students’ Union of the highest quality in representing and supporting students to get the most out of their time at Keele. We live to empower every student to be who they want to be and through delivery of our quality support, activity, representation, entertainment and value for money services ensure our students feel part of a community which is inclusive.  The organisation departments consist of:   * Leadership Team & Trustees * Elected officers * Operations - Finance, Central Services, Commercial, Venues & HR & Support * Membership Services - ASK, Student Voice, Student Opportunities, Marketing   We have around 60 career staff and 100 part-time student staff. |

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| **Purpose of the role:** |
| To ensure that support and wellbeing services at Keele University are welcoming, inclusive, and equitable for all students. The role involves addressing structural discrimination, collaborating with Union and University services to prioritise student wellbeing and safety, and applying principles of Equality and Diversity throughout the university community. Additionally, the role includes representing students in relevant committees and campaigns, leading on issues such as health services, counselling, cost of living, and safety, and maintaining confidentiality in individual student cases. The position is elected via a cross-campus ballot and requires active participation in various committees and working groups. |

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| **Key Accountabilities:** |
| 1. Ensure support and wellbeing services deliver a welcoming, inclusive, and equitable environment for all students. 2. Tackle structural discrimination faced by students from liberation backgrounds, ensuring support services accommodate diversity. 3. Work closely with Union and University support services to ensure student wellbeing and safety are central in service planning and delivery. 4. Ensure principles of Equality and Diversity are applied throughout Keele SU and the wider university community. 5. Represent students in university Equality and Diversity committees, projects, and campaigns. 6. Run campaigns relevant to student wellbeing and safety, including mental health, consent, sexual violence, and liberation campaigns. 7. Work closely with student networks, especially those relating to liberation students. 8. Lead on issues such as health services, counselling, cost of living, equality and diversity, and safety on campus. 9. Maintain a confidential relationship with ASK to assist in individual student cases. 10. Sit on appropriate university committees and working groups, providing reports as needed. 11. Sit on Keele SU Committees, providing reports as needed. 12. Elected via a cross-campus ballot.   Health & Safety   1. To establish and actively promote a safe way of working in alignment with the Students’ Union Health & Safety policy. 2. To report all accidents / incidents in accordance with the Students’ Union Health & Safety policy.   Other Duties   1. To contribute to the positive image of Keele SU with students, the University and the local community. 2. To abide by Keele SU Constitution, Policies and Procedures at all times. 3. To contribute and support Keele SU's vision, mission and values. 4. Be committed to living our employee behaviours - empowering, supportive & communicative. 5. To undertake other tasks and responsibilities, compatible with the level and nature of the post, as required by the line manager from time to time. 6. To attend appropriate meetings as and when required. 7. To uphold and adhere to Keele SU Health & Safety policy and best practice. 8. All staff are collectively responsible for meeting the Union’s environmental and social sustainability goals in line with the strategic plan. It is required that all staff are aware of how their role relates to sustainability in order to minimise the Union’s environmental impact and actively contribute towards the fight against the climate crisis.   Keele SU considers regular and ongoing training as essential to job satisfaction and career development. The post-holder will be offered the opportunity to participate in training that is relevant to their duties and the post-holder will be expected to undertake such training as may be reasonably practicable.  Notes  For full and effective discharge of duties, the post will, at times, require additional commitment over and above normal office hours. The post-holder is expected within reason, to undertake such hours as are necessary to successfully perform the duties of the post.  Confidentiality  To ensure that confidentiality is maintained at all times in conjunction with the Students’ Union and University Confidentiality and GDPR Policies.  This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather should be read as a guide to the main prioritise and typical areas of activity of the post-holder. These activities are subject to amendment over time as prioritise and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post-holder. |

PERSON SPECIFICATION

**Wellbeing Officer**

**Skills and Experience**

* **Leadership and Advocacy**: Demonstrated experience in leadership roles, particularly within student unions or similar organizations. Proven ability to advocate for student interests at various levels, including university, local, national, and international platforms.
* **Communication and Interpersonal Skills**: Exceptional verbal and written communication abilities. Skilled in engaging with a diverse student body and building strong relationships with stakeholders. Experienced in public speaking and presenting to large audiences.
* **Project Management**: Proficient in planning, executing, and managing projects or campaigns. Capable of prioritizing tasks, managing time effectively, and meeting deadlines consistently.
* **Policy Development and Implementation**: In-depth understanding of policy development processes and hands-on experience in implementing policies. Adept at analyzing and interpreting regulations, statutes, and governance mechanisms.
* **Team Collaboration**: Extensive experience working in team environments, collaborating with other officers, staff, and volunteers. Strong ability to lead and motivate a team to achieve common goals.
* **Problem-Solving and Critical Thinking**: Excellent problem-solving skills to address various issues and challenges faced by students. Ability to think critically and make informed decisions.
* **Campaigning and Activism**: Experienced in running and supporting campaigns on a range of issues. Skilled in promoting participation in student campaigning and activism.
* **Inclusivity and Diversity**: Committed to promoting inclusivity and diversity within the student community. Experienced in working with diverse groups, including BAME, LGBTQ+, disabled, and other underrepresented students.
* **Student Support and Wellbeing**: Comprehensive understanding of student support services and wellbeing initiatives. Experienced in advocating for student wellbeing and safety.
* **Community Engagement**: Proven ability to develop and maintain a positive community presence. Skilled in engaging students in extracurricular activities and community service.
* **Sustainability and Environmental Awareness**: Dedicated to promoting sustainability and environmental responsibility. Experienced in facilitating sustainable development initiatives.
* **Committee and Meeting Participation**: Experienced in participating in and contributing to committees and working groups. Capable of providing detailed written and verbal reports as required.

**Additional Experience**

* **Educational Background**: A background in higher education, student affairs, or a related field is beneficial.
* **Technical Skills**: Proficiency in using digital tools and platforms for communication, project management, and data analysis.

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| Specific Demands: |
| Must be a current student at Keele University |

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| KA picture containing text  Description automatically generatedeele SU is committed to being an equal opportunity employer and taking steps to employ, keep and develop the abilities of staff and has been awarded the disability symbol. We undertake to offer all students with a disability who apply for a guaranteed interview. If you wish to be considered under this scheme, please indicate this by selecting ‘yes’ in the Guaranteed Interview Scheme section of your application. You can also provide specific information of any requirements / adjustments you may require to assist you during the recruitment process within this section. |