Robinson College
Student Wellbeing Advisor

CANDIDATE INFORMATION PACK
CLOSING DATE: 2 SEPTEMBER 2024
About Robinson College

The College is a centre of academic excellence with about 400 undergraduates and about 300 postgraduates. Sir Richard Heaton is Warden of the College and there are approximately 90 Fellows and 125 non-academic staff.

Robinson College is the most recent addition to the 31 colleges which make up the University of Cambridge. It owes its foundation to the generosity of Sir David Robinson whose endowment is the largest single gift ever accepted by the University. Planning for the College began in 1973 when trustees were appointed; building started in 1977 and the College moved into its new accommodation in October 1980. Her Majesty The Queen officially opened the College on 29 May 1981.

Purpose of the job

The Student Wellbeing Advisor will be a member of the Wellbeing team, working collaboratively with the Development Office, Tutors, the Chaplain, College Nurse, and Head of Wellbeing, under the direction of the Senior Tutor.

Reports to: Senior Tutor

Responsible for: N/A

SALARY AND CONDITIONS

- Part Time 0.8 FTE, could be a term time working pattern
- Fixed term from 1 October 2024 to 1st July 2027
- Salary up to £32,000 FTE per annum, depending on experience

COLLEGE BENEFITS

- 25 days annual leave, plus bank holidays (pro rata for part time appointments), increasing with length of service up to an additional 5 days
- Contributory auto-enrolment pension scheme
- Death in service benefit
- Free lunch in College
- Enhanced sick pay after qualifying period
- Enhanced family friendly pay after qualifying period
- Access to a benefits website which provides savings and discounts on a wide variety of purchases, as well as days out, gift cards and other offers
- Generous Salary Extras discounts – incl. Cycle to Work scheme
- Training and development opportunities
- Free parking may be available subject to capacity
- Access to University Card with subsidised travel on U bus between Madingley Road Park and Ride or Cambridge Train Station and the College
- Exercise space for a small termly charge
- Staff social club events throughout the year
- Annual flu jab subject to criteria
Introduction

We have been trialling a range of events and activities over the last two academic years to assess the most effective ways to support our students. This includes the More Students, More Active, More Often project, funded by the College Wellbeing Stimulus Fund, a wide variety of bespoke events, individual student mentoring and support, careers events organised in collaboration with the University Careers Service and opportunities to engage with alumni of the College.

The Robinson Wings project will add to these existing activities, increasing our capacity to support students. The project will innovate our practice in Robinson by encouraging us to think about student wellbeing, and particularly our support of students at the bottom of the Stepped Care Model, in a holistic and multifaceted way.

At the core of the Robinson Wings project will be the Student Wellbeing Advisor, who will work closely with our newly established student Wellbeing Committee to develop activities and offer resources throughout the year. The Student Wellbeing Advisor will be a member of the Wellbeing team, working collaboratively with the Development Office, Tutors, the Chaplain, College Nurse, and Head of Wellbeing, under the direction of the Senior Tutor.
**Student Wellbeing (0.4 FTE)**

- The Student Wellbeing Officer is expected to be available for confidential and sensitive conversations with students and will make referrals (as appropriate) to the Head of Wellbeing and Nurse.

- Offer appointments for students in need of mentoring advice or support (alongside Head of Wellbeing and Nurse via Cliniko), including a small number of students in need of multiple or regular meetings for a period.

- Support the Head of Wellbeing in developing a strong student health and wellbeing culture throughout the College, working to ensure a consistent and professional approach to student wellbeing.

- Consult with the student Wellbeing Committee and attend termly meetings to ensure student feedback is gathered; work with the elected Welfare Officers (or other committee members) to ensure events are organised and resourced as required.

- Represent and support individual students internally within the College and in the wider University as required.

**Student Activities (0.2 FTE)**

- As part of the Robinson Wings programme, the Student Wellbeing Officer will arrange workshops and events focused on professional skill development and preparation for entering the workplace after graduation; this will involve collaboration with the Development Office to engage alumni and develop a calendar of events.

- Assist the Wellbeing team in ensuring that the More Students, More Active, More Often project progresses over the next 12 months.

- Work with relevant student societies (music, art and theatre) in order to ensure events and activities take place.

- Support the Head of Wellbeing in current Wellbeing activities (e.g., Black History Month, Robinson Wellbeing Day).

- Develop resources for students, Tutors, and DOSs in support of Wellbeing.

**Administration (0.2 FTE)**

- Work with the Senior Tutor and Head of Wellbeing to develop internal and external reports (e.g., those necessary as part of the College Wellbeing Stimulus Fund).

- Manage data and student record keeping, securely and accurately.

- Liaise with the Head of Communications in College to ensure that Wellbeing events and activities are promoted effectively across the College community.

- Attend weekly Wellbeing team meeting; attend Tutor meetings (postgraduate and undergraduate) and DOS meetings as relevant.

- Refer students to the appropriate support services within the University or elsewhere.
## PERSON SPECIFICATION

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tbody>
<tr>
<td><strong>Education &amp; Training</strong></td>
<td>• Educated to degree level, or equivalent experience</td>
<td>• A recognised counselling, medical or medical-related qualification, or equivalent experience</td>
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| **Experience & Skills** | • Excellent interpersonal skills including a high level of proficiency in verbal and written communication  
                     | • Strong administrative skills including the ability to write reports, maintain records and improve processes  
                     | • Experienced in organising events and activities  
                     | • Resilient, with the ability to handle sensitive, confidential and challenging matters  
                     | • Ability to work under pressure and to deadlines  
                     | • Excellent IT skills including Microsoft Word, Excel and database management  
                     | • Accuracy, attention to detail and an organised and methodical approach  
                     | • Understanding of duty of care and data protection                          | • Experience within higher education  
                     |                                                                                     | • Experience in a mentoring role  
                     |                                                                                     | • Experience in supporting individuals in mental health services, welfare or counselling, including the front-line delivery of such support |
HOW TO APPLY

To apply please send your CV and a covering letter, along with a completed short application form to careers@robinson.cam.ac.uk

For an informal chat please contact Scott Annett, Senior Tutor, senior.tutor@robinson.cam.ac.uk

Closing date for applications: Monday 2 September 2024 at 9am

Interviews will be held on: Week commencing 9 September