

Mental Health Coordinator

Job description

The Role

Job title:	Mental Health Coordinator
Department:	Student Services
Responsible to:	Head of Student Services
Location:	Cirencester (occasional travel to Partner institutions)
Salary:	Grade 8: £22,326-£27,830 per annum (Based on a full-time salary of £34,304-£40,927; depending on qualification and experience)
Term:	0.68FTE based on full-time 35 hours per week; this is a part-time role and there may be scope to balance hours over the academic year in line with University term dates – this can be discussed at interview
Relationships with:	Students, Student-facing staff across all departments

We have a number of different ways to work flexibly, so at your interview feel free to talk about what flexibility means to you. There are no guarantees, however, examples of how our employee already work flexibly include part-time, job share, hybrid-working and compressed hours.

Purpose

To develop and deliver, within available resources, an outward-facing, responsive, and professional mental health advice and support provision for students, including those without a diagnosis. The postholder will work with students (and staff working with students) to help them successfully engage and thrive in their studies. They will provide expertise and guidance for members of the wider team and the University community on the management and positive response to the mental health challenges of students. They will additionally work closely with teams and individuals to enable a breadth of support and provide appropriate training and develop an inclusive and collegiate approach to the promotion of student wellbeing.

Key Responsibilities

1. Provide individual support for students with mental health concerns, especially those with complex needs.
2. Agree, articulate and review the boundaries and priorities of the mental health provision available to students, communicating these effectively with all relevant parties.
3. Work closely with immediate colleagues, including the Enable team, to ensure seamless and coherent support that is professionally coordinated and effectively managed.

- 4.** Assess complex mental health presentations which will include assessing levels of distress, risk (including suicide risk) and advise on students causing concerns.
- 5.** To coordinate regular Cause for Concern meetings with appropriate colleagues to keep track of ongoing cases, share expertise, and ensure a joined-up support response.
- 6.** To assist in responding to any crisis situations during normal working hours – committing to a flexible approach when such situations occur.
- 7.** Leading or contributing to relevant initiatives and events related to wellbeing.
- 8.** Liaise with external providers including local NHS teams and other organisations to help students access full support.
- 9.** Delivering training and workshop sessions for students and staff as appropriate, including the initiation and delivery of pastoral support sessions for student-facing staff teams.
- 10.** Together with the Head of Student Services, lead the development of a suicide prevention and response strategy.
- 11.** Occasionally deputise for the Head of Student Services when asked and in cases of their absence.

General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.

Person Specification

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured By A) Application Form B) Interview C) Presentation
Qualifications:		
Appropriate professional qualification including Mental Health Nurse and Mental Health Social Work, with at least two years post-qualification experience.	E	A
Cognitive Behavioural Therapy qualification	D	A
Suicide Prevention Training/Qualification	E	A
Mental Health First Instructor certificate	D	A
Knowledge, Experience and Skills:		
Highly effective team-working skills with a naturally collaborative approach to service delivery and able to liaise effectively and positively with others, including those without experience in supporting mental health concerns.	E	A, B
High level communication skills with the ability to communicate effectively and diplomatically with a wide range of individuals and groups in a clear and professional manner.	E	A, B, C
Experience of and ability to originate and communicate a vision for institutional approaches to supporting positive mental wellbeing.	E	B, C
Experience and expertise in crisis management work including the assessment and management of risk in individuals with mental health concerns.	E	A, B
Understanding of, and sensitivity to cultural differences in approaches and attitudes to mental health.	E	A, B
High levels of personal resilience and ability to work calmly under pressure.	E	A, B
Significant experience of a problem-solving approach and the ability to develop a service provision which will complement and blend with existing support structures.	E	A, B
Experience of working effectively and creatively within a limited-resource setting.	E	A, B
Experience of challenging the status quo with regard to institutional approaches to mental wellbeing; including the proven ability to bring on board champions and allies.	E	A, B
Hands-on experience in running outward-facing, creative, and dynamic events focusing on mental health and positive wellbeing.	E	A, B
Ability to present complex information in a concise and engaging manner with excellent public speaking.	E	A, B, C
An awareness of the particular challenges that impact the rural and land-based sectors with regards to mental wellbeing.	D	B

Application Procedure

If you are interested in applying for this role, please send:

- University [Professional Services Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk) – you may attach your up to date CV if you wish to add additional information.
- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role
- **Closing date:** 17th January 2022 with **Interviews on:** 26th January 2022.
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.

The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are under-represented within the RAU at this level