HEAD OF WELLBEING

Permanent position | Full time | 37.5 hours per week
Salary range - £46,042 to £50,296 per annum plus pensions and benefits

Introduction
Trinity Hall is a friendly and welcoming academic community committed to developing the talents of its students, supporting its Fellows and promoting the training and professional development of its staff. It is one of 31 Colleges within the University of Cambridge and comprises a community of around 650 students, 60 Fellows and 150 operational staff. The College is located across two main sites: Central Site in the city centre, bordering the River Cam, and the large and beautiful grounds of Wychfield, on Storey’s Way, around a 10-minute cycle away. Each individual who joins Trinity Hall enriches the College and is encouraged to participate actively in College life. Principles of excellence, respect and fairness underpin all our work. Wellbeing is key to high academic and professional achievement and the College plays an important role in providing appropriate wellbeing support, for students, Fellows and operational staff alike.

The role
Trinity Hall is seeking to appoint a new role of ‘Head of Wellbeing’ to the strategic team. The postholder will be responsible for improving the welfare and supporting the wellbeing of the College’s students, Fellows and operational staff. They will report to the Senior Tutor.

The postholder will develop and oversee a programme of wellbeing activities and structured support throughout the academic year. They will also be expected to engage with individual students on wellbeing matters (including the triaging of individual cases), and coordinate the college’s ‘Wellbeing Team’ (comprising the Mental Health Practitioner, Counsellor and Nurse), organising weekly meetings during term and as required during vacations.

Closing date: Sunday 19th June 2022 at midnight
Interviews will be held on 28th June 2022 (between 10-4pm)

An application form is available here or for further vacancies check our Staff vacancies page. Enquiries and applications should be sent by email to jobs@trinhall.cam.ac.uk or posted to the HR Office, Trinity Hall, Trinity Lane, Cambridge CB2 1TJ. To contact the HR team, call 01223 764660. NB. CVs will only be accepted if accompanied by a Trinity Hall application form.

Further particulars
We offer 25 days’ annual leave, plus Bank Holidays, contributory pension scheme, use of our gym at Wychfield, free lunch plus other benefits such as Medicash and the Cycle to work scheme.

This appointment will be subject to an enhanced DBS check.

Trinity Hall actively supports equality, diversity and inclusion and encourages applications from all sections of society.
Job Title: Head of Wellbeing

Department: Tutorial

Location: Central Site, Trinity Hall

Responsible to: Senior Tutor

Objective:
- To support the welfare and the wellbeing of the College’s students, Fellows and operational staff
- To develop and oversee a programme of wellbeing activities and structured support throughout the academic year
- To engage with individual students on wellbeing matters (including the triaging of individual cases)
- To lead and manage the College’s ‘Wellbeing Team’ (comprising the Mental Health Practitioner/Psychotherapist, Counsellor and Nurse), in order to devise and implement an effective wellbeing provision plan throughout the academic year; this would include organizing weekly Team meetings during termtime and, as required, during university vacations

Hours of work: 37.5 hours per week, normally worked Monday to Friday, 9-5pm (flexible working available)

Experience: Previous experience of working with students in an educational setting or in health services, welfare, or counselling

Main Duties

Supporting the welfare and wellbeing of the community

- Support the development of a strong student health and wellbeing culture throughout the College, working to ensure a consistent and professional approach to wellbeing for students, Fellows and staff; maintain a balance between strategic overview of wellbeing and welfare and swift response to urgent individual issues
- Design and implement, in consultation with students, Fellows and operational staff, a ‘Wellbeing Strategy’ that proactively promotes the wellbeing of all College members
- Maintain a year-round programmes of events and activities to promote and sustain wellbeing, health and resilience across College that is based on research into best
practice in other Cambridge colleges (and UK/overseas universities) and in collaboration with students, Fellows and operational staff

- Triage students to appropriate sources of support which could include future contact with the Head of Wellbeing, or referral to clinicians within College, the University or local NHS provision
- Set up a forum to ensure regular consultations between JCR and MCR welfare representatives, the Wellbeing Team and Senior Tutor to address generic mental health and wellbeing concerns with which students are currently presenting
- Act as a dedicated source of support for students, operating in a space between the academic mentorship currently offered by undergraduate and postgraduate Tutors and the clinical care provided by the Wellbeing Team; in complex situations, however, provision of therapeutic support would also be expected
- Offer drop-in sessions for students, support Tutors in managing complex cases and carry out a Wellbeing/Mental Health assessments for students who self-refer or are referred to them
- Provide advice on welfare for applications by students to pause their studies for a year (i.e., ‘to intermit’), and advice in general about intermission

**Leading the Wellbeing Team**

- Lead and manage the ‘Wellbeing Team’ (comprising the Mental Health Practitioner/Psychotherapist, Counsellor and Nurse); review current College Wellbeing provision throughout the academic year and, where necessary, restructure/reorganize
- Implement daily assessment of priority and risk (including the triaging of individual cases), direct resources where most needed; sign off external resources (including the management of applications to the Crane’s Fund).
- Support and advise team members; co-ordinate a weekly Team meeting during term (and as required during vacations)
- Develop a ‘Mental Health and Wellbeing Training Plan’ to oversee and ensure appropriate training for staff, Fellows and student representatives involved in welfare provision
- Develop a medium-term plan to refocus the College’s Wellbeing Team towards prevention and lower-severity cases, carefully timing this structured realignment to coincide with the planned increase in the University’s clinical mental health provision through implementation of the University’s Strategic Review of Mental Health services (further details of this Strategic Review are available on request, if needed)
Engaging with the wider team and network

- As required, represent and support individual students internally within the College and in the wider University
- Work closely with the Senior Tutor, Wellbeing Team, Tutors, students and other staff to respond to evolving needs
- Liaise with HR and the Communications Teams to develop improved information for students, staff and Fellows about matters concerning Mental Health and Wellbeing, and ensure consistency of internal and external messaging
- Engage proactively with University personnel to explore how Trinity Hall students might make more and better use of University services such as the University Counselling Service (UCS) to whose funding the College contributes. (In 2020-21, only 4.7% of TH students accessed the UCS, compared to a cross-Collegiate average of 10.3%)
- Have oversight of all ‘Student Support Documents’ (SSDs) and makes sure students are content with the arrangements in place and be the primary point of liaison with the University’s Accessibility and Disability Resource Centre (ADRC)

Other responsibilities

- Take on the role of College Safeguarding Officer and act as one of four College PREVENT leads (more details available on request, if needed)
- Oversee and play a part in the (rarely activated) duty on-call rota system for mental health crises
- Keep up-to-date with developments, resources and best practice in student welfare and wellbeing both within the University and the wider education sector
- Undertake training and development and activities relevant to the role
- Perform any other activities, as required, consistent with the purpose of the role

Trinity Hall reserves the right to make changes or update this job description at any time

Changes will be introduced following discussion with the post holder
# PERSON SPECIFICATION

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<th>Essential</th>
<th>Desirable</th>
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<td><strong>Qualifications</strong></td>
<td>− Education to Degree level or equivalent experience</td>
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<td><strong>Education</strong></td>
<td>− A recognised mental health-related qualification (and current registration with relevant professional / regulatory body)</td>
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<td><strong>Experience</strong></td>
<td>− Experience working in mental health services, welfare or counselling</td>
<td>− Previous experience in a similar role within higher education</td>
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<td><strong>Skills</strong></td>
<td>− Excellent interpersonal skills including high level of proficiency in verbal and written communication</td>
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<td><strong>Knowledge</strong></td>
<td>− Ability to handle sensitive and confidential matters</td>
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<td><strong>Training</strong></td>
<td>− Ability to work under pressure and to deadlines, but also to delegate work and supervise its delivery when appropriate</td>
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<td>− Ability to design systems to collect relevant data and to undertake data analysis in order to measure effectiveness of wellbeing provision</td>
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<td>− Ability to give presentations in a clear and articulate manner</td>
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<td>− Excellent IT skills including Microsoft Word, Excel and database management</td>
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<td>− Understanding of duty of care and data protection</td>
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<td><strong>Personal</strong></td>
<td>− Accurate with an attention to details and a methodical approach</td>
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<td><strong>attributes</strong></td>
<td>− Resilient and enthusiastic, with the confidence to exercise judgement and use initiative</td>
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<td>− Highly organised, innovative and be able to deliver work to tight deadlines</td>
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<td>− A commitment to working with young people</td>
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<td>− Ability to work with a wide range of people</td>
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<td>− Ability to manage confidential issues and to remain discreet, calm, diplomatic and professional</td>
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*Updated May 2022*