



Linacre College

Welfare Lead - Job Description and Further Particulars

Job Title: Welfare Lead

Location: Linacre College, St Cross Road, Oxford OX1 3JA

Reporting to: Senior Tutor

Probation Period: Six months

Salary: Grade 8

Hours of Work: Full Time: 37.5 hours per week Monday to Friday (with occasional evening and weekend work). Due to the content and demands of this role, remote working will normally not be possible.

This appointment will be subject to an enhanced DBS check.

About the College

Linacre College is one of the constituent colleges of the University of Oxford and was established by the University in 1962 to provide a home for graduate students coming to Oxford to read for postgraduate degrees. The College accepts students for all full-time and many part-time post-graduate qualifications offered by the University. There are currently over 650 graduate students at Linacre, with approximately 400 studying for doctorates and the remainder taking post-graduate taught courses. More than 70% of Linacre students are from outside the UK, representing over 80 different countries and most have not studied in Oxford or the UK before.

Linacre is a friendly and informal community that offers a mature environment suitable for post-graduate study. It has a single Common Room, shared by Fellows, staff and student members alike. The College currently has over 40 Governing Body Fellows and over 40 Junior Research Fellows. Most of these are Professors, Associate Professors, researchers and Lecturers in a wide range of subjects. Students are attracted to Linacre by its multi-disciplinary and international character, and by the fact that it is strongly committed to reducing its impact on the environment.

Linacre College welcomes diversity amongst its students, staff and visitors, recognising the contributions to the achievement of the College's mission that can be made by people from a wide range of backgrounds and experiences. The College is committed to the principle of equality of opportunity in the conduct of the recruitment and selection process for all advertised posts.

About the role

This is an exciting opportunity for an enthusiastic and experienced mental health professional to join the Linacre team in a new role to consolidate and further improve welfare and wellbeing support for students and the wider college community. The postholder will have responsibility for all aspects of student welfare, meeting with students to provide support and advice, and working closely with the Senior Tutor, Academic Registrar, and others in the College, to contribute to strategic frameworks

and policies informed by best practice. They will also provide support to fellows and staff, ensuring that all College members have access to timely and appropriate welfare and wellbeing support. The role will involve actively reviewing existing welfare support systems, such as the role of the Junior Deans and the Student Assistance Programme and Staff Health Assured Programme.

The main focus of this role will be organising and holding one-to-one student meetings to provide direct welfare support and, where appropriate, linking this support to that of the University, NHS or other relevant services. In overseeing student casework, the postholder will also ensure that any necessary risk assessments are undertaken, and any other key members of College Staff, and in particular the Senior Tutor, are aware of welfare situations on a need-to-know basis. They will operate in accordance with college welfare-related policies and be responsible for ensuring that these policies remain up to date and in line with best practice. As well as offering ongoing individual support, they will develop and oversee a programme of events and activities across the year for students, enhancing their experience and opportunities to improve their wellbeing.

They will also coordinate initiatives to promote wellbeing amongst the wider college community providing guidance to fellows and staff regarding personal welfare concerns. They will support the Common Room, Academic Office and HR Officer to plan and deliver wellbeing initiatives for the whole community, promoting the egalitarian ethos of the College. It is envisaged that the split of time between these demographics (students: fellows and staff) will be 80% for students, and 20% for fellows and staff, to be reviewed regularly in terms of demand and capacity.

The Welfare Lead will line manage, coordinate and recruit the team of student Junior Deans and be their point of report for welfare matters. They will also provide second-line support to students trained as peer supporters, and to staff line managers where welfare concerns relate to a member of staff.

The Welfare Lead will be line-managed by the Senior Tutor and will work day-to-day with a wider welfare team in college which includes the Academic Registrar, Academic Support Officer, Student Engagement Officer, HR Officer, Dean for Equality and Diversity, Lodge Team, Junior Dean team, peer supporters, student Welfare and Equality representatives and other administrative and academic contacts as required. There may be frequent contact with the College's linked GP surgery, and with the University's central administration, especially the Student Welfare and Support Services (including the Counselling Service and Disability Advisory Service).

Key Responsibilities and Expectations

Responding to and managing urgent, distressing and complex situations

- Holding 1:1 meetings with students to provide direct support and, where appropriate, triaging on to other services via the University and NHS. This direct student support will be the primary function of the role. Confidential consultations may on occasion also be held with fellows and staff to provide advice regarding personal welfare concerns and sign-posting on to further welfare support. Any enquiries related to work-related concerns will be triaged to the College HR Officer;
- Managing complex cases with multiple teams (College, Department central University Services, NHS), including overseeing cases where fitness to study is a consideration;
- Conducting risk assessments and undertaking safety and response planning with students and staff, including notifying the Senior Tutor and / or Principal of any urgent actions and cases on a need-to-know basis;

The Welfare Lead would not be expected to be a direct point of contact for members outside of agreed working hours. However, they may be contacted out-of-hours in exceptional emergency situations.

Outreach and Events

- Establishing themselves as a familiar and accessible figure to the College community;
- Acting as a lead Harassment Officer for the College;
- Working with the Disability Lead for the College (Senior Tutor) and the Disability Coordinator (Academic Registrar) to support students with disabilities;
- Contributing to the organisation, content and delivery of welfare events, such as at new student information sessions, fellow and staff inductions and regular wellbeing sessions;
- Ensuring that clear information about welfare provision and wellbeing is effectively disseminated within the College via newsletters, printed material and the College website;
- Developing a good understanding of, and relationship with, University and local health services and directing students and staff to specialist mental health support or medical care as appropriate.

Strategic Input, Meetings and Committees

- Co-chairing the termly College Welfare and Equality Committee;
- Attending the termly Conference of Colleges Welfare Forum;
- Working with the Senior Tutor to inform the drafting of documents and reports for the College's Governing Body, Trustee Board and other appropriate committees.
- Contributing to the development of and being responsible for the implementation of strategies to support student, fellow and staff welfare and wellbeing in line with best practice;
- Taking the lead in drafting, reviewing, and updating College policies and procedures relating to welfare, and ensuring that these are consistent with those of the University and best practice more generally.

Line Management

- Line managing the Junior Dean team;
- Providing second-line support to students trained as peer supporters, including coordination of their training;

Administration

- Keeping accurate records in line with maintaining confidentiality and the General Data Protection Regulations (GDPR);
- Maintaining professional accreditations, including keeping up-to-date with legislation and relevant University policies and procedures. Passing on knowledge and training to others as appropriate;
- Evaluating, monitoring and reporting on welfare budgetary matters relating to all activities covered above;
- Assessing and evaluating usage of the Student Assistance Programme and Staff Health Assured Programme;

Any other duties commensurate with the responsibilities of this post as required. Since this is a new position, the duties associated with this role are likely to evolve further once the postholder is appointed.

Person Specification

Essential

Qualifications

Registration with a professional body or equivalent qualification as described below:

- CPN, RMN or RN with additional Mental Health Qualification;
- or Occupational Therapist with HCPC Registration;
- or Social Worker with HCPC registration;
- or Psychological Wellbeing Practitioner with core professional mental health training; (formerly known as IAPT- Improving Access to Psychological Therapies);
- or Counsellor/ Psychotherapist (BACP/ UKCP).

Professional Experience

- Relevant and recent direct practice experience post qualification;
- Evidence of Continuous Professional Development and managerial experience;
- High degree of personal and emotional resilience;
- Ability to maintain appropriate boundaries within the demands of a welfare driven post;
- Excellent interpersonal skills, including being able to put people at their ease and to talk to anyone at any level;
- Demonstrable team work and communication skills, including an ability to work collaboratively with a wide range of students and staff, and the ability to supervise and support other welfare team members;
- Evidence of an understanding of cultural sensitivity, disability concerns and common mental health difficulties;
- Experience of managing sensitive situations with discretion;
- Proven organisational and time-management skills and administrative experience;
- Evidence of the ability to think strategically and to design and implement programmes and policies informed by best practice;
- Competency in working with sensitive data, databases, and IT systems, including an ability to prepare reports for committees and other bodies.

Desirable

- A good understanding of Oxford University and College life or evidence of an ability to develop this understanding fast;
- Experience of working in a student-facing role within a Higher or Further Education institution;
- Experience of supporting adults or young adults in a mental health capacity.

How to apply and conditions of employment

The post will be offered on Grade 8 of the University pay scales, £45,585 - £54,395 depending on experience.

The appointment will be subject to a probationary period of six months, during which time the appointment may be terminated by either party on one week's notice. Thereafter the required notice period will be three months on either side.

There is an annual leave entitlement of 38 working days, which includes the 8 statutory public holidays.

Lunch when on duty and when the College kitchen is operational is provided free of charge.

All staff are members of the College Common Room and have access to College sport and recreation facilities.

Applicants must be eligible to work in the UK. They will be required to provide suitable evidence to demonstrate this. A list of acceptable documents can be found on the Home Office website.

Applications forms are available on the College website www.linacre.ox.ac.uk/vacancies or from the Principal's PA and Executive Administrator, Linacre College, St Cross Road, Oxford, OX1 3JA. Telephone 01865 271662 email: principal.secretary@linacre.ox.ac.uk.

The closing date for completed applications is noon on Monday 11th March 2024.

Interviews are expected to be held on Wednesday 27th March 2024.