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**Harris Manchester College  
Welfare Lead**

Further Particulars

**Job Title:** Welfare Lead

**Hours:** An average of18.75 hours per week (0.5 FTE), counted across the whole year. Hours must be spread across all weekdays. Some flexibility in hours is necessary during the weeks of term when the role may require more hours to be worked. Any excess hours should be recorded and recovered outside of term, by arrangement.

**Grade/Salary:** Grade 7 £33,309-£44,706 pro rata

**Contract type:** 3 years with possibility of renewal

**Responsible to:** The Bursar

**Harris Manchester College**

The College community, which is located in central Oxford, consists of some 230 students reading for Oxford degrees, at undergraduate and graduate level.  HMC is unique in Oxford as it takes only students aged 21 and over (mature students), providing an academic and social environment in which these slightly older students can flourish. Although the origins of the College date back over 200 years, it became part of Oxford University only in 1990. It offers a distinctive, non-hierarchical and friendly atmosphere. For further information please visit the college website at <http://www.hmc.ox.ac.uk>

**Overview of the Post**

The College wishes to appoint someone to lead on welfare provision and the encouragement of wellbeing in the College, to coordinate the welfare team and to provide welfare support to the College’s students and staff. The Welfare Lead will generally be the first point of support and guidance to undergraduate and graduate students and provide second-line support to the student Junior Deans, Peer Supporters, and student Welfare Reps. The post holder will also support the College Officers in the handling of acute situations and provide ongoing support for students and staff who are in difficulty or in need of advice. 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).

The Welfare Lead will contribute to strategic decision making to ensure that the College supports and enhances the welfare and wellbeing of all its students and staff in the best ways possible and informed by best practice.

**Key Responsibilities**

The Welfare Lead will establish themselves as a familiar and accessible figure around the College, generally being the first port of call for students with welfare issues of personal, emotional or psychological problems, and offering advice and assurance to all the College’s students and staff, including:

* Meeting with students and staff for confidential consultations
* Providing information and signposting students to appropriate welfare and support services
* Ensuring that clear information about welfare provision, wellbeing and resilience is effectively disseminated within the College and available on the website
* Being a prominent figure in Freshers’ Week
* Contributing to the development of, and implementing strategy for supporting student and staff welfare, resilience, and wellbeing in the College in line with best practice, and making recommendations for improvement
* Supporting the Senior Tutor, Tutor for Graduates, Dean and Academic Administrator, tutors and other staff with regard to individual student casework, where it relates to a welfare matter
* Recording, tracking and monitoring the student welfare caseload in line with GDPR and confidentiality policies
* Representing the college at the inter-collegiate Welfare Forum and disseminating the information to the College’s welfare team and College Officers as appropriate
* Undertaking continuing professional development, including keeping up to date with legislation and relevant University policies and procedures
* Organising welfare events and activities for students aimed at supporting welfare, resilience and wellbeing in the College
* Acting as an out of hours contact and advisor for the Evening Porter and Junior Deans in case of a serious welfare incident
* Coordinating pre-start support for students with complex disability related requirements
* Developing a good understanding and relationship with University and local health services and directing students and staff to specialist mental health support or medical care available as appropriate

The post holder may be required to undertake other duties commensurate with the level of responsibility for this post.

**Person Specification**

* Relevant experience for the post is as important as formal qualifications.
* The ideal candidate could come from a variety of professional backgrounds and which might include providing pastoral care in an academic setting, and/or dealing with a wide range of psychological, emotional and practical problems as a health or social care professional.
* Excellent interpersonal skills are essential, including being able to put people at their ease and to talk to anyone at any level.
* Proven organisation skills and administrative experience are required.
* Familiarity with mental health and disability related issues facing students is essential. The postholder will need to have or quickly develop a good understanding of Oxford University life and students’ typical concerns.
* It is essential that the postholder demonstrate that they can maintain professional detachment and a level of emotional and professional resilience when dealing with highly-charged situations. Calmness under pressure is a given.
* They must be able to take the initiative, while also being a team player, working collaboratively with other staff and students with welfare roles.
* The postholder must be willing to be contacted out of normal working hours, when necessary, and to be available for serious emergencies.

**Appointment Procedure**

To apply please submit a CV (maximum 3 sides of A4) and a covering letter which details how your skills, experience and qualifications meet the criteria for the post. Please also provide the details of two referees.

The above should be submitted by email to Bursar, Peter Hyde – [peter.hyde@hmc.ox.ac.uk](mailto:peter.hyde@hmc.ox.ac.uk) by the application deadline of **Monday 13 June, 5.00pm.**

If you have any queries about the job please contact [victoria.lill@hmc.ox.ac.uk](mailto:victoria.lill@hmc.ox.ac.uk)

**Benefits and conditions** 

1. Salary in the range of £33,309-£44,706 pro rata per annum

2. Working hours are 18.75 hours per week (0.5 FTE) counted across the whole year. Hours must be spread across all weekdays.

3. Free meals when on duty

4. Pension: You will have the option of joining a contributory staff pension scheme (Pensions Trust)

5. Annual leave: 30 days plus bank holidays (pro-rata), normally to include the days when the College is closed at Christmas and Easter, the remainder to be taken at a mutually agreed time, but normally outside of term.

6. The probationary period for this role is 12 months

**Important information for candidates**

**Data Privacy**

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the College’s data protection policy here [harris-manchester-college-policy-data-protectionpdf (ox.ac.uk)](https://www.hmc.ox.ac.uk/files/harris-manchester-college-policy-data-protectionpdf).

**Equal Opportunity**

Harris Manchester College is an Equal Opportunities Employer. Conduct against fellow employees and College members which is offensive, or detrimental to them on grounds of age, colour, disability, ethnic origin, marital status, nationality, national origin, parental status, race, religion or belief, gender, or sexual orientation will not be tolerated.

**Right to work in the UK**

The appointment will be subject to the satisfactory completion of provision of proof of the right to work in the UK