Job description: Mental Health and Wellbeing Co-ordinator JD

Status	**Permanent**
Base	**Waterloo and HE across college** *Post holder may be required to work across College sites and at other locations*
Grade	Salary Scale APT&C 27 to 30
Salary	Circa £33,199 including LWA *It is our policy to normally appoint at the bottom of the salary scale*
Hours of work (per week)	36.5 hours per week
Reports to	Safeguarding and Wellbeing Manager
Manager to	No Line Management Responsibility

ROLE PURPOSE
To ensure that all safeguarding referrals and concerns received by the Safeguarding Team are responded to efficiently, effectively and in accordance with College policy and procedure. This will require the post holder to carryout risk assessments and make referrals or take advice from appropriate external organisations as applicable. All safeguarding cases need to be recorded and tracked accurately ensuring appropriate follow ups are carried out. To provide term mental health and wellbeing support to students. This may be via short-term one-to-one sessions or workshops. You will make external referrals for higher level and specialist support as required. You will support events and activities in relation to promoting positive mental health and wellbeing.

MAIN ACCOUNTABILITIES

- To support on all operational matters related to Safeguarding disclosures, referrals and concerns including carrying out risk assessments, making appropriate referrals to external organisations and following up as appropriate

- Promote awareness of safeguarding processes and responsibilities to staff and students across the centres

- To support the Designated Safeguarding Lead and Deputies in ensuring that the College is up to date with responsibilities relating to Safeguarding which will include delivering staff CPD

- Contribute to the coordination of College's Wellbeing agenda in the running of events

- To liaise with external organisations to build up a network of external routes for students to support their wellbeing

- To offer wellbeing support to Higher Education students adult students at Waterloo, on a 1-1 and group basis

- Alongside colleagues work towards the standards set out in AOC Mental Health and Wellbeing Charter

- To develop resources to promote positive mental health and wellbeing via student workshops

- Oversee the administration support in relation to in-house counselling provision

General College Responsibilities

- All College employees, irrespective of their role and level of seniority in the College are expected to be familiar with and adhere to these responsibilities:
- We put respect and kindness first, valuing our differences, richness of experience and the contribution we all make. We take time to get to know each other and are inclusive
- We understand and promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults that they are responsible for or come into contact with
- We ensure we comply with the requirements of health and safety regulations to ensure our own wellbeing and that of our colleagues
- We promote and comply with all Morley College London policies and procedures, ensuring that our service delivery and treatment of others is fair and inclusive
- We ensure confidentiality at all times, only releasing confidential information obtained during the course of our employment to those acting in an official capacity and in accordance with the provisions of data protection legislation
- We promote equality, diversity and inclusion principles at all times, ensuring that the College's anti-racism and EDI statements are seen in our every-day

activities and behaviours

- We are consistently professional in our behaviours, ensuring that integrity is at the heart of delivering our role and demonstrably following the Morley values, putting students at the heart of all we do
- We work to maintain and build the Morley culture of learning, collaboration, creativity and growth
- We adopt a positive, “can do” and solution focused approach , supporting our students and customers and maintaining Morley’s reputation for excellence in learning, inclusivity and
- We are personally committed to Continuous Professional Development, working towards annual individual learning goals and keeping up to date on developments within our professional field

Safeguarding children and vulnerable adults:

- The post holder will be expected to promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults they are responsible for and come into contact with

This job description is not exhaustive and as such the post holder is expected to be flexible and carry out any duties as may be required and that are reasonable. Any changes of significance will only be made following a discussion with the post holder

WORKING WITH
The post holder will work closely with colleagues in their team as well as students and staff from all sections of the College.

DBS STATUS
This post is exempt from the Rehabilitation of Offenders Act 1974 and is regulated activity. The post holder will be required to obtain an Enhanced DBS Disclosure, including an ISA barred list check.

PERSON SPECIFICATION

Job Title:	Mental Health and Wellbeing Co-ordinator (HE/adults)
Essential Criteria:	
• Educated to at least Degree Level including GCSE's (or equivalent) at grades A to C in English and Maths • Level 3 Safeguarding qualification or significant work experience gained in a similar safeguarding role • Significant experience of working with service users in a and Mental Health or Wellbeing capacity • Ability to communicate and consult effectively on a wide range of issues with different groups and individuals • Has a professional approach to maintaining appropriate relationships and personal boundaries with students and staff	

• Good organisational skills and effective personal time management. Ability to resolve problems • Ability to carry out and record assessments of need related to Safeguarding and Mental Health and Wellbeing • Proven ability to work with multiple organisations to the benefit of service users • Self-aware, able to use initiative but understands when it is appropriate to seek advice and involve others • Excellent interpersonal and communication skills • Willingness to embrace change and work flexibly • Have a commitment to and be able to demonstrate knowledge of health and safety and equality and diversity as appropriate to the post • A clear understanding of Safeguarding and Prevent and the ability to create and sustain a learning environment in which the safety and welfare of children and vulnerable adults is paramount
Desirable Criteria
• An understanding of higher education and wider adult education provision • Good IT skills with the ability to use a range of MS Office applications and the willingness to learn new packages as required