

Group Member:		Luminate Group Services	
Job Title:		Student Wellbeing Adviser	
Reports to:		Group HE Student Health & Wellbeing Manager	
Job Grade	LEG B	Department	HE Quality and Standards (Student Support & Wellbeing)

ROLE SUMMARY:

The **Student Wellbeing Adviser** will work within the Health and Wellbeing team and in collaboration with staff across Leeds Conservatoire & University Centre Leeds to monitor student progression, identify emerging support needs, and contribute to strategies that enhance student success. The post-holder will manage a caseload of students, providing regular one-to-one support and delivering workshops focused on wellbeing, mental health, emotional issues, lifestyle, time management, academic challenges, and navigating conservatoire processes and regulations. They will also assist in monitoring and evaluating the effectiveness of service delivery to ensure high-quality, responsive support.

SPECIFIC ROLE RESPONSIBILITIES:

1. Work as part of the Health & Wellbeing team in liaison with a range of staff across Leeds Conservatoire and University Centre Leeds to monitor progression and success in order to identify areas where we could improve our support for students and contribute to appropriate strategies and activities to address these needs
2. Manage a caseload of students at Leeds Conservatoire and University Centre Leeds, offering regular individual meetings and workshops to support them with their wellbeing and other aspects of university life such as mental health, emotional distress, lifestyle, time management, support to address academic issues and navigation of HE processes and regulations.
3. Contribute to the coordination of events such as student social activities to foster a sense of belonging and community.
4. Identify cases where specialist guidance is appropriate and to make referrals internally and externally where necessary.
5. Develop and maintain close working relationships with relevant external bodies and organisations to ensure the needs of our students are met.
6. Contribute to the Health & Wellbeing team's service and provide ad hoc support to any student in need.
7. Assist in production of online resources and information for students which aim to improve the student experience, facilitate transition and improve retention and success, publicising focussed support as necessary.

8. Assist in the monitoring and evaluation of the effectiveness of service delivery.
9. Undertake administration and supporting activities for wellbeing including record keeping and evaluation of data to support new initiatives.
10. Work as part of a team to continually enhance the service; |

CORE RESPONSIBILITIES:

1. Attend and contribute to team meetings, planning days and other departmental staff events, sharing information and good practice.
2. Liaise with external agencies as required.
3. Represent higher education on relevant cross-group committees/forums.
4. Engage in policy development and review activities.
5. Develop and maintain offline and online information and communication, which provides students and staff with access advice, guidance and signposting.
6. Run focus groups and surveys to gather staff, student and other stakeholder feedback to inform planning and development of resources.
7. Participate in open days, student activities, awareness arising events, and enrolment which will involve occasional weekend and evening work.
8. Work flexibly as a member of the HE Quality and Standards Directorate.
9. Provide information and data to enable timely reports to be collated.
10. Any other duties that are specific to the department.
11. Ability to participate in evening/weekend work if required.
12. Assistance (if required) in the preparation, support and participation of examinations and invigilation across the Group.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

Encouraging all to have aspiration and passion in everything they do.

Creative

Always hungry to learn and looking ahead so we can be responsive

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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Educated to degree level or equivalent qualification or relevant experience	A / C / I
D	Q2. An advice, guidance, mentoring or coaching qualification	A / C / I
D	Q3. Relevant up to date subject knowledge and recent experience in the Higher Education sector	A / I

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience of working with people from underrepresented groups on a one-to-one and group basis	A / I
E	EK2. Knowledge and experience in current health, welfare and student academic-related issues	A / I

D	EK3. An interest in and knowledge of issues relating to substance misuse and how this impacts academic engagement and general wellbeing	A / I
D	EK4. Awareness of duty or care boundaries within Higher Education and other key legislation, including safeguarding	A / I
D	EK5. Experience of planning, delivering and evaluating workshops, events and social activities	A / I
D	EK6. Experience communicating information to students using a variety of media	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Strong written and oral communication skills	A / I
E	SC2. Excellent interpersonal skills	A / I
E	SC3. Well-developed problem-solving skills	A / I
E	SC4. Self-motivation and flexibility in working methods	A / I
E	SC5. Ability to prioritise tasks/workload	A / I
E	SC6. Maintaining accurate and confidential student records within agreed guidelines and in accordance with data protection regulations	A / I
E	SC7. Aptitude for data monitoring and report writing.	A / I
E	SC8. Ability to evaluate student interventions to inform future developments	A / I
E	SC9. Able to engage in IT based office procedures and be administratively self-supporting	A / I

Behavioural, Values and Ethos

Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I