



Person Specification: Wellbeing Assistant (Residences)

Service Area: Student Life

Methods of assessment

Application form **(A)**

Interview **(I)**

| | Essential(E)/Desirable(D) | Method of assessment |
|---|----------------------------------|-----------------------------|
| Educational Requirements | | |
| Educated to degree level (or equivalent) (Having successfully completed at least level C & I) with an excellent attendance record and a strong academic profile | D | A |
| Registered on a PG Award at Liverpool Hope during academic year 2023/24 (not a PGCE or MA Social Work due to professional commitments) | D | A |
| Experience | Essential(E)/Desirable(D) | Method of assessment |
| Strong track record of performance across all aspects of student life at UG level. | E | A/I |
| Ability to lead, support and motivate others, delegating and supervising effectively. | E | A/I |
| Experience of delivering high quality support to students. | E | A/I |
| Skills and Knowledge | Essential(E)/Desirable(D) | Method of assessment |
| Ability to communicate clearly, both verbally and written, with a wide range of audiences | E | A/I |

| | | |
|--|----------------------------------|-----------------------------|
| Can demonstrate empathy with the needs, experiences and lifestyles of students | E | A/I |
| Ability to build effective relationships and influence at all levels within the University | E | A/I |
| Proven ability to work under pressure and to deadlines. To prioritise and manage personal workloads and personal wellbeing | E | A/I |
| Proactive approach to tasks, with the ability to identify solutions to issues and problems | E | A/I |
| Flexible, well organised and adaptable approach to work | E | A/I |
| Attention to detail | E | A/I |
| Ability to use Microsoft Office packages and Moodle | E | A/I |
| Any other requirements | Essential(E)/Desirable(D) | Method of assessment |
| Commitment to providing a high quality student experience underpinned by the Mission and values of the University | E | A/I |
| Passion for your academic subject and a love of learning, demonstrated by an very strong academic profile | E | A/I |
| Willingness to undertake training and development. | E | A |
| Willingness to be part of the wider Student Life team | E | A/I |
| Availability to attend compulsory training days in September and ongoing development opportunities throughout the year | E | I |

ESSENTIAL DETAILS

The post is fixed term and will run from 2 September 2024 to 20 June 2025

Annual leave should normally be taken outside term-time. Requests for annual leave during term-time is subject to approval and would only be granted in exceptional circumstances.

The post holder will be available for duty on average 20 hours across a 7 day week. The post holder would work on a rota basis for 5 days per week. The rota will include daytime and evening duties, including weekend work.

Salary plus free accommodation within the halls of residence.

Free certified training in first aid, basic food hygiene and other areas will be provided.

Wellbeing Assistants are staff of the University and enjoy access to the University's staff development programme and other benefits.

The post-holder can be based at any campus and will be required to be flexible to ensure cover across all sites

The post holder will be expected to be 'on-call' overnight on a rota basis. A call will only be made in the case of absolute emergencies or where an incident requires additional assistance.

The post-holder will be required to attend compulsory training days from 1st September which will include some evening sessions.

Compulsory training will also take place at Plas Caerdean during September