



LIVERPOOL
HOPE
UNIVERSITY

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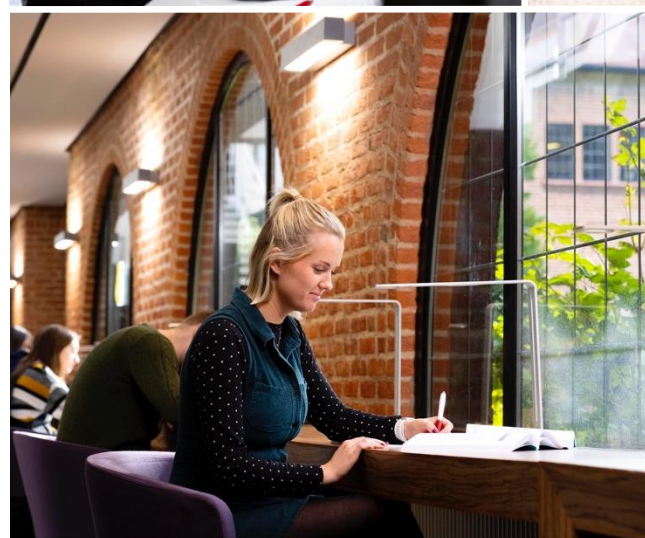
Recruitment Pack

Mental Health and Well-being Adviser

Job Reference: 4ASDW1Y

Closing date: Monday 13th January 2025 by 09.00 a.m.

www.hope.ac.uk





POST: Mental Health and Well-being Adviser

STARTING DATE: ASAP

SALARY RANGE: £32,296 - £36,924 (pro rata to hours worked) (Grade 6) per annum

TYPE OF CONTRACT: Permanent

WORK PATTERN: 3 days per week, term time only

REPORTS TO: Head of Student Welfare and Well-being

The Post

The University's Student Life provision brings together a range of support services for students including counselling, mental health and well-being, disability support, and student finance.

This role sits within a well-established mental health and wellbeing team providing advice, ongoing support and self-help strategies to students presenting with mental health difficulties.

We are seeking to appoint a part-time Mental Health Practitioner to work for three days per week during university term-time (approx. 35 weeks), between September and June. The post is campus-based at our Hope Park Campus, although attendance at other university campus locations may be required on occasion.

Candidates will be able to demonstrate appropriate post-qualification experience of providing mental health assessment, safety planning, ongoing mental health support, and risk management strategies. They will also have experience of dealing with a wide range of complex needs, ideally within a demanding environment such as Higher/Further education, NHS, Social Work or voluntary sector to clients presenting with moderate to complex mental health difficulties.

Ideal applicants will have a thorough understanding of current statutory mental health legislation and good working knowledge of statutory/community mental health services and third sector provision. The ability to deliver mental health awareness training is also desirable.

Applicants should be educated to degree level or equivalent with a relevant professional qualification/training in mental health (e.g. Community Mental Health Nurse, Mental Health Social Work or similar).

Job description/key duties of the post

Job Title	Mental Health and Well-being Adviser 0.6 FTE (3 days per week - term-time only)	Code 3BSDWA1	Grade 6
Subject/Service Area	Student Life		
Reports to	Senior Mental Well-being Adviser		
Accountable To	Head of Student Welfare and Well-being		
No. of posts	One		
PURPOSE OF JOB			
<ul style="list-style-type: none">▪ To provide specialist intervention, assessment, ongoing case support and appropriate signposting/referral to students experiencing mental health difficulties to help facilitate their ongoing engagement in academic programmes.▪ To contribute to the formal arrangements in place that enable the ongoing monitoring and management of students identified with significant risk factors▪ To support the University in meeting its duty of care responsibilities towards students with complex or enduring mental health problems, including fulfilling the requirements of the Equality Act 2010.			
KEY TASKS / RESPONSIBILITIES			
<ul style="list-style-type: none">▪ To conduct formal assessments with students presenting with mental health difficulties, including assessing psychological distress to explore and identify levels of risk and fitness to study.▪ To provide support and containment for students in crisis or who pose a threat of harm to themselves or others, including where an urgent response/referral is required.▪ To provide appropriate support interventions to a caseload of students requiring ongoing assistance, periodically reviewing their support needs and signposting where necessary.▪ Maintain accurate student case records, appropriate levels of confidentiality and provide regular statistical data/reports on all mental health support and service usage activity.▪ Participate in weekly case management meetings to monitor/mitigate any potential risk regarding students identified as having multiple/significant risk factors▪ Liaise with local GPs, NHS, community-based services and third sector support organisations, to ensure that students are signposted to appropriate support interventions within the community.			

- Monitor and be responsive to the potentially changing support needs of those students considered 'high risk' in terms of their vulnerability to self-harm, suicide, mental health relapse or hospital admission.
- To work closely with the other Student Life support teams to maintain effective referral pathways and support within the University for students experiencing mental health difficulties.
- To attend regular clinical supervision with an appropriately qualified supervisor.
- Contribute to the review, monitoring and evaluation of the effectiveness of the Mental Health & Well-being service in order to continuously develop provision in innovative ways which respond to the changing demands of the study body and institution.
- Remain abreast of mental health support best-practice to help inform continued development of mental health support services at the University.
- Deliver relevant mental health awareness training to university colleagues, where necessary.
- Help maintain appropriate mental well-being information resources including leaflets, posters and online web-based information and resource materials.
- To undertake any other duties commensurate with this post and as requested by the Head of Student Welfare & Well-being.

This Job Description is not intended as an exhaustive list of duties or a restrictive definition of the post but rather should be used as a guide to the main priorities and typical areas of activity of the post-holder. These activities are subject to amendment over time as priorities and requirements evolve. As such, it may be amended at any time by the University following discussion with the post-holder.

Person Specification

Methods of assessment

Application form **(A)**

Interview **(I)**

Presentation **(P)**

Educational Requirements	Essential(E) / Desirable(D)	Method of assessment
Educated to degree level (or equivalent qualification)	E	A
Recognised, relevant professional qualification in the field of mental health [e.g. Nursing with RMN / CPN specialities / Mental Health Social Worker/Approved Mental Health Professional status]	E	A
Recent evidence of relevant and continuing professional development in the field of mental health support	D	A
Specialist knowledge/ experience	Essential(E) / Desirable(D)	Method of assessment
Recent/post qualification experience of providing mental health support services within a fast-paced, demanding environment such as Higher/Further Education, NHS, Social Work sector to clients with moderate to complex mental health difficulties, including in crisis situations, from diverse cultural and social backgrounds	E	A/I
Experience of working in a multi-agency team approach, with the ability to build effective working relationships, partnerships and referral routes with key internal and external stakeholders (e.g. GPs, NHS mental health services and third sector support agencies)	E	A/I
Experience of conducting mental health/social needs and risk assessments with clients presenting with mental health difficulties - including the ability to respond appropriately in situations that present as high risk	E	A/I
Experience of developing safety/crisis plans with clients	E	A/I
Clear understanding and professional awareness in relation to data protection/GDPR requirements, protection of vulnerable adults/safeguarding, and duty of care responsibilities	E	A/I

Experience of working with computerised records systems (including proficiency in the use of Microsoft Excel, Powerpoint, and Word), with the capacity to be administratively self-supporting, using own initiative and working without direct supervision	E	A/I
Experience of understanding, analysing and presenting statistical data relevant to the clients accessing mental health support	D	A/I
Experience in the use of SITS and e-reporter or other student information/CRM system	D	A/I
Other requirements	Essential(E) / Desirable(D)	Method of assessment
Awareness and ability to identify and respond appropriately to well-being/safeguarding risk concerns in relation to students accessing the service	E	A/I
Ability to work flexibly when required in order to support team colleagues, including outside of normal office hours when required	E	A/I
Confident and effective communication and presentation skills, with the ability to communicate with balanced and sensitive judgement clearly, both verbally and written, to a wide range of audiences	E	A/I
Excellent time-management/organisational skills, including good attention to detail with the ability to work under pressure, prioritise workload and meet tight deadlines in order to achieve intended outcomes	E	A/I
Flexible, positive, solution-focussed approach to work and problems with a strong commitment to inclusive practice, equality and diversity and all its practical implications	D	A/I
Commitment to providing a high-quality student experience underpinned by the Mission and values of the University and willingness to undertake training and development as appropriate	D	A/I

Name of contact for queries

John Ryan
Head of Student Welfare and Well-being
ryanj@hope.ac.uk

Conditions of service:

This post is based at Hope Park campus. However, you may be required to work in other areas of the University as and when required.

The post is permanent, subject to the normal probationary period of 12 months.

Salary scale for this post is £32,296 - £36,924 (pro rata to hours worked) (grade 6) per annum. New appointments will normally be made on the first incremental point of the advertised grade within the salary scale. In certain circumstances, it may be appropriate to offer a candidate a higher incremental point of the advertised grade. A higher salary will not be offered purely on the fact that it has been requested. Any starting salary above the first incremental point of the advertised grade must be justified and **supported by evidence**. Salary is payable monthly in arrears by bank giro credit on and around the 20th of each month.

The annual leave runs from 1st September to 31st August. Holiday entitlement is 28 days per year plus statutory Public Holidays and Liturgical days. This entitlement is pro-rated for part-time staff.

Further Information

Liverpool Hope University has two main teaching campuses – Hope Park in the Liverpool suburb of Childwall and the city centre Creative Campus.

We have invested more than £60 million in buildings and equipment over the past eight years and we are proud of our campuses. Stunning listed buildings sit alongside modern architecture, and with beautiful gardens and facilities, which make Liverpool Hope University a unique place to work and study.

Mission and Values

Liverpool Hope University is an ecumenical Christian Foundation, which strives:

- to provide opportunities for the well-rounded personal development of Christians and students from other faiths and beliefs, educating the whole person in mind, body and spirit, irrespective of age, social or ethnic origins or physical capacity, including in particular those who might otherwise not have had an opportunity to enter higher education;
- to be a national provider of a wide range of high-quality programmes responsive to the needs of students, including the education, training and professional development of teachers for Church and state schools;
- to sustain an academic community, as a sign of hope, enriched by Christian values and worship, which supports teaching and learning, scholarship and research, encourages the understanding of Christian and other faiths and beliefs and promotes religious and social harmony;
- to contribute to the educational, religious, cultural, social and economic life of Liverpool, Merseyside, the North-West and beyond.

Liverpool Hope's Values

Hope strives to meet the following values, which are integral to the fulfilment of its Mission:

- be open, accessible and inclusive,
- take faith seriously, being fully Anglican, fully Catholic, fully ecumenical, fully open to those of all faiths and beliefs,
- be intellectually stretching, stimulating, challenging,
- be hospitable, welcoming, cheerful, professional, full of Hope; creating supportive communities in aesthetically pleasing environments,
- be well-rounded, holistic, integrated, a team, a community of communities, collaborating in wider partnerships.

Equality and Diversity

Consistent with its Mission, Liverpool Hope strives to be a university where the individual and individuality matter. We hold students, staff and visitors in high regard and we seek to foster a working and learning environment that recognises and respects difference. All staff are expected to comply with the University's Equality and Diversity policies in the performance of their duties.

Health and Safety

Liverpool Hope University is committed to ensuring the health, safety and welfare of all staff at work and of students, visitors and others by continuous improvement in standards of health and safety. All staff are expected to comply with the University's Health and Safety policies in the performance of their duties

Sustainability

Liverpool Hope University is committed to enhancing the quality of its environment for its staff and students working and living at the University and the wider community; and aims to manage its operations in ways that are environmentally sustainable, economically feasible and socially responsible. All staff are expected to work in accordance with, and promote the University's sustainability practices.

Benefits of working at Liverpool Hope University

Liverpool Hope offers its employees a full range of benefits:

Pay and Pensions

- Competitive rates of pay defined using the HERA job evaluation scheme
- Pension schemes with generous employer contributions

Home and Family

- Generous Annual Leave Arrangement
- Opportunity for flexible working arrangements

Training and Development

- Induction training for all new staff
- Opportunities to participate in overseas exchange with Erasmus Staff Mobility
- Staff development opportunities

Health and Well-Being

- Hope Park Sports fitness suite and classes with discounted membership
- A range of food outlets with healthy eating options
- Staff counselling service
- Staff cycle scheme
- Support with lifestyle changes
- A range of social activities and groups
- On-site chapel, multi-faith prayer room and Chaplaincy
- Eye testing scheme

We also provide a variety of staff discounts ranging from reduced price Theatre tickets to discounts on beauty treatments.

Library services

Liverpool Hope's Library Service provides access to a wide-ranging collection of physical and online resources to support learning and research. The service also provides different types of study space across both campuses to support the wide range of learning styles and needs, from individual study rooms to group spaces, and from silent study to more relaxed social learning

Car Parking

All users of university car parks are required to pay for their use. The University has a scalable charging system for annual permits and pay and display facilities for occasional users.

We recruit staff nationally and internationally as we seek out the best to help build Hope for the future. If you join us, you will be doing so at an exciting and challenging time as we work to build a liberal arts inspired university of distinction in the UK.

How to apply

You can download the application form by the links below, or request a hard copy by emailing jobs@hope.ac.uk. You must return a Personal Details form (pages 1-3 or 1-4, depending on the version) and a Work History form (pages 4-8 or 5-8, depending on the version) for your application to be accepted.

[How to apply](#)

Useful Links

www.hope.ac.uk/lifeathope/welcome

www.hope.ac.uk/personnel

www.hope.ac.uk/jobs

www.hope.ac.uk/gateway/staff/staffdevelopment/newinternationalstaff

www.hope.ac.uk/media/liverpoolhope/contentassets/media,42616,en.pdf





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