JOB DESCRIPTION

Job Title: Mental Health Advisor

Department / Unit: Disability and Dyslexia Services

Job type Professional Services

Grade: 6

Accountable to: Head of Disability and Dyslexia Services

Accountable for: N/A

Purpose of the Post

Disability and Dyslexia Services are responsible for organising the support of students who disclose a disability through their course at Royal Holloway, and for assisting in promoting disability equality and inclusive practices across the university. Working collaboratively with all student support services and academic departments to enhance the student experience. The post of Mental Health Advisor provides specialist advice, guidance and information to students with mental health difficulties; contributing to student retention and attainment through the delivery of a range of professional services that support students’ emotional and psychological wellbeing, enabling successful engagement with study, promoting resilience and the acquisition of key employability skills.

Key Tasks

- Undertake one to one sessions with students both face to face and by phone or online.
- Advise students on the range of support available within the university.
- Maintain confidential and accurate case notes.
- Work collaboratively with other members of student support services.
- Liaise with external agencies about support for students as required.
- Provide ongoing support to those students that may have mental health difficulties but who do not have a formal diagnosis and are therefore unable to access other support.
- Provide advice to non-specialist staff and student helpers working throughout the university who are working with students with mental health difficulties.
- Designing and delivering training workshops for staff groups and student helpers on working with and/or teaching students with mental health conditions.
- Lead projects with other departments to foster greater resilience among students.
- Maintain professional boundaries.
- Assisting the Head of Disability and Dyslexia Services in identifying opportunities to enrich the student experience.
### Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

### Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:

- Internally across all areas of student support, student services, with academic departments and individual academic staff.
- Externally with student funding bodies, primary and secondary mental health providers and other relevant organisations.