

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Senior Wellbeing Manager (Support & Guidance) **Department: Student Advisory & Wellbeing**

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
Experience of delivering wellbeing services to young adults	X		<i>App, Int.</i>
Experience of delivering wellbeing services in an HE environment		X	<i>App, Int.</i>
Evidence of continuing professional development with respect the delivery of wellbeing and safeguarding services to young adults	X		<i>App, Int.</i>
Comprehensive knowledge of the UK's safeguarding legislation (including counter-terrorism) and relevant operational guidance	X		<i>App, Int.</i>
Skills and Abilities			
Commitment to anti-discriminatory practice	X		<i>App, Int.</i>
Self-awareness of own limitations and capacity for resilience	X		<i>App, Int.</i>
Demonstrable skill as an approachable, patient and empathetic listener with balanced and sensitive judgement and a clear understanding of the dynamics of professional relationships, boundaries and confidentiality	X		<i>Int.</i>
Experience			
Experience of managing staff, budgets and operations in a client facing education, advisory or wellbeing setting	X		<i>App, Int.</i>
Experience of strategic planning, policy development, process review and continuous service improvement through an assessment of service delivery and user satisfaction	X		<i>App, Int.</i>
Experience of analysing complex issues, drafting reports, making presentations and managing projects with a wide range of stakeholders in a complex organisation	X		<i>App, Int.</i>
Specialist knowledge and expertise relating to enhancing equality and diversity through the delivery of tailored services in a Higher Education context		X	<i>App, Int.</i>

Other requirements			
Willing and able to develop new skills with an openness to growth, development and challenge;	X		<i>Int.</i>
Willing and able to improve current skills;	X		<i>Int.</i>
To be available and a critical student incident respondent outside of normal working hours (as per an agreed rota or other arrangement)	X		<i>Int.</i>