

JOB DESCRIPTION

Job title:	Specialist Mentor
Department / Unit:	Wellbeing Department (Disability & Neurodiversity)
Job type	Full time (12-month fixed term)
Grade:	RHUL 7
Accountable to:	Head of Disability & Neurodiversity / Disability Adviser (mentoring coordinator)
Accountable for:	N/A
Purpose of the post:	
<p>The Disability and Neurodiversity team is responsible for organising support for students who disclose a disability at Royal Holloway, and for assisting with the promotion of disability, equality, and inclusive practices across the university. They work collaboratively with all student support services and academic departments to enhance the student experience. The Specialist Mentor will work in the Disability & Neurodiversity team supporting students with mental health difficulties and/or autistic students who are in receipt of the Disabled Students' Allowance. The Specialist Mentor will help such students manage the effect of their disability on their studies and on their Royal Holloway student experience.</p>	
Key tasks	
<p>The principal duties will be to support students in the following areas:</p> <ul style="list-style-type: none"> • Undertaking one-to-one sessions with students either face to face, by phone or online • Devising strategies to help students manage stress and anxiety levels. • Helping students to address issues surrounding self-esteem, confidence, and motivation. • Devising study skills strategies to help with concentration, organisation, prioritisation, and general time-management. • Encouraging attendance and engagement in studies. • Providing advice on managing communication with departmental staff and peers. • Providing opportunities for students to off-load pressures and to act as a sounding board to reduce problematic tension, despondency and to temper unrealistic expectations/goals. • Providing advice and information about factors related to positive mental health and well-being. • Helping to devise practical steps to resolve immediate problems. • Encouraging and motivating students to become independent learners. 	
Other duties and expectations	

Other duties will include:

- Keep the Disability Advisers updated on the progress of the one-to-one sessions.
- Inform Disability & Neurodiversity about unresolved issues.
- Identify students at risk and refer to the Disability Advisers.
- When needed, refer students to other sources of specialist support within the Wellbeing Department.
- Maintain students records in accordance with Royal Holloway and DSA requirements

Occasionally:

- Accompany the student to meetings with academic staff in departments to facilitate communication between parties.
- Take part in review meetings with Disability & Neurodiversity team and the student to assess the efficiency of the support put in place.

Internal and external relationships

The post holder will be required to work closely with all colleagues within the Disability & Neurodiversity team, in particular the Disability Adviser who coordinates mentoring support and with the team's Mental Health Advisers.

They will work closely and collaboratively with the wider Wellbeing Department, Student & Academic Services directorate, and other colleagues across the College in contributing to a transformative and supportive university experience that encourages integration and fosters opportunities and access for all.

PERSON SPECIFICATION



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

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Department: Disability & Neurodiversity team

	Essential	Desirable	Tested by
<p>Knowledge, Education, Qualifications and Training</p> <p>Excellent standard of education to degree level or equivalent experience relevant to the role.</p> <p>You will hold a current membership to one of the following professional bodies as required by the Department for Education for DSA funded Specialist Mentoring;</p> <ul style="list-style-type: none"> • Association of child Psychotherapists • BABCP accreditation • BACP individual or MBACP • British Psychoanalytic Council (BPC) – under a member institution • British Psychological Society Chartered Member (CPsychol)/IAPT register/Graduate Member (MBPsS) <u>AND</u> a PG qualification in psychology or mental health • COSCA accredited member • FDAP (NCAC) • General Medical Council (GMC) – Psychiatry – Full member or above • Health and Care professions Council (HCPC) (Arts Therapist/Occupational Therapist/ Practitioner Psychologist/Social Worker in England) • IACP accredited Member • National Counselling Society (NCS) (Senior Accredited Member or Above) • Nursing and Midwifery Council (NMC) – Mental Health Nurse/Community Health Nurse/Psychiatric Nurse • Social Worker body for Scotland SSSC/ Social Care Wales (SCW)/ Northern Ireland Social Care Council (NISCC) • UKCP full clinical individual member • UMHAN Member • Association of Christian Counsellors (UK) – Accredited Counsellor 	X		Application Form
<p>Able to demonstrate a history of CPD in the areas of mental health and/or autism.</p>	X		Application Form / Interview
<p>Skills and/or Abilities</p> <p>Good knowledge and understanding of the HE sector and student life cycle.</p>		X	Application Form / Interview

Excellent interpersonal skills including a professional approach and manner and ability to use tact and diplomacy.	X		Interview
Excellent organisational and recording keeping skills.	X		Application Form / Inter
Proven ability to use creative problem solving techniques and strategies to support students in their studies.	X		Application Form / Interview
Ability to motivate and encourage students to be independent learners	X		Application Form / Interview
Excellent IT skills	X		Application Form
Experience			
Experience of working in a student support role in an HE setting.		X	Application Form / Interview
Other requirements			
A commitment to self-improvement and personal development relevant to the role or as required by DSA.	X		Interview