

## Wellbeing Project Officer – Sexual Violence

Job Ref: REQ17697

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### About Student Services

Student Services encompasses a wide range of the support and skills development opportunities available for students at Loughborough. This includes Careers Network, Counselling, Mental Health and Disability Support, Student Advice and Guidance, Academic Language Support, Chaplaincy, Wardens Service, Security and the Community Warden Team. In total the department employs around 180 staff. Student Services is at the heart of enabling the University's strategic ambition to provide all students with a life-shaping student experience and is engaged with almost all areas of academic and campus activity in support of this goal.

### Job Description

#### Job Grade:

Administrative Services Grade 4

#### Job Purpose

To support the delivery of the HEFCE-funded Student Safeguarding on Campus Project's aims, focussing on the theme of Sexual Violence.

#### Job Duties

1. To work with the Director of Student Services and the Sexual Violence Working Group to support the delivery of the HEFCE-funded Student Safeguarding on Campus Project.
2. To run student focus groups to establish the most effective type of Bystander Intervention programme for Loughborough students.
3. To work with key stakeholders in the organisation and delivery of a conference to be hosted at Loughborough on the theme of Sexual Violence and Effective Interventions.
4. To work with key stakeholders in the delivery of an online reporting tool through which students can report incidents of sexual violence.
5. To support the activity of the Sexual Violence Working Group in developing resources, information and website content which supports staff and students in reporting and challenging sexual violence.
6. To support the running of the Sexual Violence Working Group by organising meetings, taking notes of actions and ensuring good record keeping.
7. To undertake general clerical duties such as photocopying and scanning if required.
8. To provide cover for other colleagues at busy times and in cases of absence, by undertaking such duties and responsibilities which are commensurate with the grade and nature of the post.
9. To ensure compliance with relevant University policies and procedures.
10. To undertake any training and development deemed appropriate for the position by the line manager.

## **Points To Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

## **Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

## **Organisational Responsibility**

Reports to the Director of Student Services.

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience	Previous relevant experience of working in a busy office environment.	1,3
	Experience within an educational environment.	1,3
	Experience of working on projects to help deliver successful outcomes.	1,3
	Experience of working individually and as part of a team.	1,3
	Experience of arranging meetings.	1,3
Skills and abilities	Flexibility and the ability to adapt to a changing work environment.	1,3
	Able to work under pressure and keep to deadlines.	1,3
	Able to plan, prioritise and work independently with appropriate supervision.	1,3
	Excellent interpersonal, organisational, oral and written communication skills.	1,3
	Able to deal with a variety of people in a professional manner.	1,3
	Able to work with accuracy and attention to detail.	1,2,3
	Able to maintain confidentiality.	1,3
	Able to work on sensitive and difficult topics effectively.	1, 3
	Excellent practical IT skills including Microsoft Office and Outlook diary management.	1,2,3
	Enthusiasm and passion for improving the student experience.	3
Training	Demonstrate evidence of having undertaken further training.	1,3
	Adopt new procedures as and when required.	1,3
Qualifications	A-level education or equivalent.	1
	GCSE Grade C or equivalent in English and Mathematics.	1

### Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a Higher Education setting.	1,3
	Experience of working on the theme of Sexual Violence or Safeguarding.	1,3
Skills and abilities	Skills using relevant Loughborough University IT systems eg LUSI, LEARN.	1,3
	Understanding and knowledge of relevant legislation eg Equality Act, Data Protection Act, Freedom of Information etc.	1,3
	Able to take Minutes.	1,3

## Conditions of Service

The position is full-time and fixed term until 31 March 2018. Salary will be on Administrative Services Grade 4 (£19,485 - £23,164 per annum), at a starting salary to be confirmed on offer of appointment

The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

## Informal Enquiries

Informal enquiries should be made to Manuel Alonso, Director of Student Services by email at [m.alonso@lboro.ac.uk](mailto:m.alonso@lboro.ac.uk) or by telephone on (01509) 222050.

## Applications

The closing date for receipt of applications is **27 August 2017**