



WYCLIFFE HALL

Student Welfare Officer

Job Description

Wycliffe Hall is a Permanent Private Hall of the University of Oxford, and an Anglican theological college in the evangelical tradition, committed to excellence in teaching and research, and thereby making a significant contribution to the intellectual life of the University and the wider society. Our mission is to be a centre for the renewal of Christian prayer, character, preaching, and thinking. We have about 140 students, of whom around 40% are Church of England ordinands. Students study for undergraduate and graduate qualifications, from the certificate to doctoral level, and come from a wide range of backgrounds. We are committed to expanding that range.

The Hall is seeking to appoint a part-time Student Welfare Officer to complement our existing welfare provision, which includes three part-time chaplains and a tutorial team with an exceptional commitment to pastoral support. The appointee will also act as the Hall's Safeguarding Lead, the most senior figure within the Hall's safeguarding structures.

Duties and responsibilities

- Establishing themselves as a familiar and accessible figure to all of the Hall's students;
- Being available to students for confidential appointments and provide a wide range of support with a focus on directing students to practical solutions to their problems and on signposting to other sources of support as appropriate;
- Acting as Safeguarding Lead for the Hall, maintaining policies and ensuring University, Church of England, and local processes are followed;
- Attending regular Welfare Team meetings and working closely with both staff and student colleagues to support a range of activities related to student well-being;
- Developing a good knowledge of practice relating to supporting students' welfare, wellbeing and resilience through attending relevant training sessions offered by the University;
- Contributing to the maintenance of welfare content in Hall publications (e.g. the Student Handbook) and to other induction activities;
- Maintaining accurate records of student information in line with maintaining confidentiality and the General Data Protection Regulations (GDPR);
- Any other duties commensurate with the responsibilities of this post as required.



WYCLIFFE HALL

Key Selection Criteria

Essential

- Experience of providing pastoral or mental health support, ideally within an educational establishment;
- Familiarity with mental health and disability-related issues facing students;
- The ability to demonstrate empathy with students facing difficulties and to manage sensitive situations with discretion;
- Excellent communication and interpersonal skills, and the ability to work collaboratively with a wide range of people in the Hall (students, support professionals, academics), the University, the Church of England and beyond;
- Able to maintain a level of emotional and professional resilience, putting in place good supervision systems and asking for help when needed;
- Proactive, highly motivated, and well organised with good administrative skills.
- A sympathy with the ethos of the Hall and an interest in the unique needs of our student body.

Desirable

- Experience of working in a student-facing role within a Higher or Further Education institution;
- Professional qualifications related to the role (e.g. in mental health care or counselling; first responder training);
- Experience of adult and child safeguarding;
- Experience of working with people from a wide range of cultural backgrounds and an understanding of the issues affecting them;
- Experience of working within the Church of England or a theological college.

Responsible to: Senior Tutor

Remuneration:

This post is offered subject to the satisfactory completion of a six-month probationary period and the capability, and disciplinary provisions set out in the employee handbook. The salary is provided on Wycliffe Hall's scale (linked to the University of Oxford) between £32,000 and £37,000 p.a. FTE, depending on experience.

Pension:

Wycliffe Hall will contribute an amount equal to 10% of salary to a Group Personal Pension Scheme.



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Working hours:

This is a part-time post of around 0.4 FTE. Working times will be open to negotiation between the successful candidate and the Hall.

Notice Period:

The standard notice period is three months.

Holidays:

Initially 25 days per year, in accordance with the College Holiday Policy, in addition to public holidays, which if these fall during college term, shall be taken at an agreed time during vacations.

Meals in College:

The appointee will be entitled to free college meals during working hours except when the kitchen is closed.

DBS Disclosure

An enhanced DBS Disclosure will be required

Application Process:

To apply for this post, please send the following:

1. A full CV
2. A covering letter outlining your reasons for applying and demonstrating how you meet the key selection criteria
3. The names and contact details of two referees

Applications are to arrive by Monday 27 November. Interviews are likely to take place at Wycliffe Hall on Friday 8 December.

Please send applications to vacancies@wycliffe.ox.ac.uk.

The job description is correct at 13 October 2023. It will, however, be discussed between the appointee and the line manager, and may be amended, following consultation, to reflect developments in or changes to the job.