



WYCLIFFE HALL

Student Welfare Officer

Job Description

Wycliffe Hall was founded in 1877 and is an international centre for evangelical Christian life and thought within the University of Oxford. It is a theological college of the Church of England and a Permanent Private Hall of the University of Oxford.

Our vision is to see the nations transformed by the gospel as we train lifelong disciple-makers within the community, with excellent Bible-centred teaching, in the thought-provoking city of Oxford.

We train ordinands, mainly for the Anglican ministry, and teach independent students, postgraduates, and other students. The total student body is usually in the region of 110-130, including (for 2020/21) around 50 Anglican Ordinands.

We are seeking to appoint a part-time Student Welfare Officer who is in sympathy with the ethos of the hall.

Duties and responsibilities

- Establish themselves as a familiar and accessible figure to all of the Hall's students;
- Be 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;
- Assess cases then signpost and refer students to other sources of support as appropriate, for example Fellowship Group Tutors, Chaplains, Academic Office, as well as University support services;
- Work closely with the Common Room Committee welfare officer and the Student Warden to support their activities related to student well-being;
- Attend regular Welfare Team meetings;
- Develop a good knowledge of practice relating to supporting students' welfare, wellbeing and resilience through attending relevant training sessions offered by the University;
- Contribute to the maintenance of welfare content in Hall publications (e.g. the Student Handbook);
- Contribute to Welcome Week by providing welfare information sessions for all new students;
- Maintain accurate records of student information in line with maintaining confidentiality and the General Data Protection Regulations (GDPR);
- Keep clear professional boundaries within the scope of the work, ensuring that an effective support service is provided to students;



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- Acting as Safeguarding Lead for the Hall, maintaining policies and ensuring University, Church, and local processes are followed;
- Any other duties commensurate with the responsibilities of this post as required.

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;
- The ability 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, 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.

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: Dean of Welfare

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.



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Pension:

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

Working hours:

This is a part-time post at between 0.4 and 0.6 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 Friday 17th June, 2022. Interviews are likely to take place at Wycliffe Hall on Friday 1st July, 2022.

Please send applications to Andreana Smith, Wycliffe Hall, 52-54 Banbury Road, OXFORD, OX2 6PW; or vacancies@wycliffe.ox.ac.uk.

The job description is correct at 24th May, 2022. 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.