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| **University of St Andrews****Student Services****Mental Health Coordinator – AD2221AS****Further Particulars for Applicants**  |

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| **Student Services** |

Student Services provides a comprehensive welfare and support service for all matriculated students.

This includes:

* Evidence based wellbeing advice, coaching, counselling, Cognitive Behavioral Therapy and Mental Health coordination
* Immigration, Disability, Finance, and Academic advice.
* Advice and Support Centre
* Pastoral support in halls of residence through the Wardennial Service.

We aim to provide sector-leading services and have recently secured accreditation with APPTS (Accreditation Programme of Psychological Therapies Services, Quality Standards Team at the Royal College of Psychiatrists in partnership with the British Psychological Society).

Student Services work to meet the requirements of the University and are flexible enough to respond to changing circumstances. The highly trained staff have knowledge of the wider University as well as experience of legislation and local external networks. Student Services staff are committed to the vision of working together to help the students have a great University experience.

Ailsa Ritchie the Director, oversees the unit structure and management and is assisted by her Deputy Directors, Lara Meischke and Ruth Unsworth. The unit employs over 25 members of professional, support and clerical staff and 54 part time members of staff in the residences. The unit also employs over 50 personal helpers for students and a strong cohort of student volunteers.

Whilst there are identified busier periods throughout the year, the Service expects that members of staff are able to react to unexpected emergencies if they arise. The team works closely together in an atmosphere of collaboration and trust, and provides additional support to each other as and when necessary.

**The job description for this role is attached below.**

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|  **Job Description** |

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| Job Title: Mental Health CoordinatorSchool/Unit: Student ServicesReporting to: Deputy DirectorJob Family: Managerial, Specialist & Administrative. | Working Hours: Full-time/36.25 hours per week for 40 weeks per year (term time only). Grade/Salary Range: Grade 6/£33,199 - £39,609 per annum, pro rataReference No: AD2221ASStart Date: As soon as possible |

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| **Main Purpose of Role** |

The purpose of this role is to support the University in meeting the needs of students with complex or enduring mental health problems. Facilitating and coordinating access to appropriate mental health services. Working within Student Services accredited Matching Care model, deliver evidence based interventions and assistance to students in a manner that promotes their autonomy and independence. Meeting primarily on a one one-to-one basis, but also by offering telephone/email support, using online tools and assessment measures as well as delivering training. The role holder works as a member of the Student Services team in a flexible, collaborative and responsive manner.

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| **Key Duties and Responsibilities** |

1. Work with a caseload of students experiencing mental health difficulties.
2. Assessing complex mental health presentations, including evaluation of the level of psychological distress and risk (e.g. risk of suicide). Determining appropriate interventions, including whether an urgent response is required.
3. When appropriate, identifying evidence based interventions and agreeing with the student the intervention package cognisant of the limitations of the academic calendar.
4. Referring to services or colleagues, liaising with all relevant parties.
5. Where appropriate, offering motivational support to students in areas such as self-care and relapse prevention.
6. Monitoring progress and making adjustments to evidence based interventions as necessary.
7. Sharing information with other staff members throughout Student Services as appropriate.
8. Maintaining records appropriately and timeously.
9. Maintaining existing links with Health Services and with other external agencies.
10. Plan and deliver training for staff relating to students with complex mental health problems. Provide training to internal and external groups as requested.
11. Liaising with Departments and Units of the University, as well as with key external agencies, in student situations and in the development of the Service.
12. Undertaking clinical and management supervision within the service.
13. Working compliantly within the University framework, including confidentiality and diversity policies

Special Requirements:

Student Services operates extended hours 9am – 7pm in term time. The successful applicants will accordingly be required to work flexibly in line with these hours. Occasionally responsive work is demanded when difficult crises arise institutionally. This can mean working out with normally agreed hours.

Please note that this job description is not exhaustive, and the role holder may be required to undertake other relevant duties commensurate with the grading of the post. Activities may be subject to amendment over time as the role develops and/or priorities and requirements evolve.

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| **Person Specification**  |

This section details the attributes e.g. skills, knowledge/qualifications and competencies which are required in order to undertake the full remit of this post.

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| **Attributes**  | **Essential** | **Desirable**  | **Means of Assessment**(i.e. application form, interview, test, presentation etc) |
| Education & Qualifications (*technical, professional, academic qualifications and training required)*  | Degree or equivalent Professional qualification in one of the caring professions e.g. social work, mental health nursing.Post graduate qualification to at least PG diploma level in a relevant subject area e.g. Mental health, CBT, Registration/Accreditation with a recognised professional body. | Training in at least one of the following approaches: CBT, DBT.Qualification and experience working with people with eating disorders | Award certification, Application |
| Experience & Knowledge(*examples of specific experience and knowledge sought*)  | Working with people with mental health problems including assessment and risk management.Knowledge of relevant legislation in relation to mental health and disability.Experience of working in a multi-agency and interdisciplinary context.Experience of managing a heavy case load by flexible working. | Working in a Higher Education setting.Experience of delivering at least one of the following approaches: CBT, DBT. | Application and interview |
| Competencies & Skills(*e.g. effective communication skills, initiative, flexibility, leadership etc*)  | Excellent written and oral communication skills.Ability to work flexibly, independently and as a team.Competent in use of standard computer systems.Ability to manage challenging / stressful situations effectivelyExcellent interpersonal skills. Approachability with specific aptitude for working with young people in a non-judgemental manner. Ability to think creatively. |  | PresentationInterview |
| Other Attributes/Abilities (if applicable)  |  | Ability to offer one to ones in a second languageExperience of workshop training | Application |

**Essential Criteria** – requirements without which a candidate would not be able to undertake the full remit of the role. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the short listing stage.

**Desirable Criteria** – requirements which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential requirements.

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| **Other Information**  |

We encourage applicants to apply online at [www.vacancies.st-andrews.ac.uk/welcome.aspx](http://www.vacancies.st-andrews.ac.uk/welcome.aspx), however if you are unable to do this, please call +44 (0)1334 462571 for a paper application form.

For all applications, please quote ref: AD2221AS

Before an appointment can be confirmed, you will be subject to a Criminal Records check.

The University is committed to equality for all, demonstrated through our working on diversity awards (ECU Athena SWAN/Race Charters; Carer Positive; LGBT Charter; and Stonewall). More details can be found at <http://www.st-andrews.ac.uk/hr/edi/diversityawards/>.

The University is committed to equality of opportunity.

The University of St Andrews is a charity registered in Scotland (No SC013532).

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| **Obligations as an Employee**  |

You have a duty to carry out your work in a safe manner in order not to endanger yourself or anyone else by your acts or omissions.

You are required to comply with the University health and safety policy as it relates to your work activities, and to take appropriate action in case of an emergency.

You are required to undertake the Information Security Essentials computer-based training course and adhere to its principles alongside related University Policy and Regulations.

You are responsible for applying the University’s equality and diversity policies and principles in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own area of work/activities.

You should be adaptable to change, and be willing to acquire new skills and knowledge as applicable to the needs of the role.

You may, with reasonable notice, be required to work within other Schools/Units within the University of St Andrews.

You have the responsibility to engage with the University’s commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

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| **Who Are We? St Andrews At a Glance**  |

Third oldest university in English speaking world

Consistently ranked [one of the UK’s top five universities](https://www.timeshighereducation.com/news/table-tables-2019-lincoln-and-nottingham-trent-top-30)

Award-winning [teaching quality and student experience](https://news.st-andrews.ac.uk/archive/st-andrews-top-in-the-uk-for-student-experience/)

Top in UK for [student satisfaction](https://news.st-andrews.ac.uk/archive/a-decade-at-the-top-for-scotlands-first-university/)

Research-intensive – ranked 14th in [UK Research Excellence Framework](https://www.ref.ac.uk/2014/)

Athena Swann [Bronze Award holder](https://news.st-andrews.ac.uk/archive/athena-swan-awards/)

[Strategy](https://www.st-andrews.ac.uk/about/governance/university-strategy/) founded on ambition to be World-Leading, Diverse, Global, Entrepreneurial and Socially Responsible.

Over 9000 students and 2500 staff

Highly international – over 45% of students and staff are from outwith the UK

A non-campus university, closely integrated with the ancient town of St Andrews

Top quality [sports](https://www.st-andrews.ac.uk/sport/), [music](https://news.st-andrews.ac.uk/archive/university-trumpets-construction-of-12.5-million-music-centre/) and [nursery](https://www.st-andrews.ac.uk/hr/edi/carers/childcare/nurseries/) facilities for staff and students

Committed to sustainability and a [pioneer of green energy solutions](https://news.st-andrews.ac.uk/archive/award-winning-biomass-plant-commissioned/)

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| **The University & Town**  |

Founded in the early 15th century, St Andrews is Scotland’s first university and one of the oldest in the world.

Situated on the east coast of Scotland and framed by countryside, beaches and cliffs, [the town of St Andrews](https://en.wikipedia.org/wiki/St_Andrews) was once the centre of the nation’s political and religious life.

Today, it’s a vibrant academic town with a distinctively cosmopolitan feel where students and university staff account for more than half of the local population.

The University of St Andrews is a diverse and international community of almost 12,000 students and staff, typically of over 140 nationalities. It has over 9000 students, just over 7,000 of them undergraduates, and employs approximately 2,500 staff - made up of c. 1,190 in the academic job families and c 1,350 in the non-academic job families.

Under the leadership of current [Principal Professor Sally Mapstone](https://www.st-andrews.ac.uk/about/governance/key-officials/principal/), the University’s [Strategy (2018-23)](https://www.st-andrews.ac.uk/about/governance/university-strategy/) is to broaden its global influence, become more diverse and consolidate its long-held position amongst the top five universities in the UK.

The plan sets out St Andrews’ ambitions to grow its international profile, champion diversity and inclusivity, expand its portfolio of world-leading research, develop stronger links with industry and embed a new culture of entrepreneurship among students and staff.

It also places social responsibility at its heart, with a pledge to manage growth in student numbers, foster a growing culture of sustainability and pursue a research and teaching agenda for the wider public good.

The University is one of Europe’s most research-intensive seats of learning. In the [Research Excellence Framework (REF) 2014](https://www.ref.ac.uk/2014/) it was ranked top in Scotland for quality of research output and one of the UK’s top 20 research universities.

St Andrews is consistently held to be one of the United Kingdom’s top five universities in university league tables compiled by [The Times and The Sunday Times](https://www.thetimes.co.uk/article/good-university-guide-in-full-tp6dzs7wn), [The Guardian](https://www.theguardian.com/education/ng-interactive/2018/may/29/university-league-tables-2019) and [The Complete University Guide](https://www.thecompleteuniversityguide.co.uk/league-tables/rankings).

It has frequently been rated the leading university in Scotland for [teaching quality and academic experience](https://news.st-andrews.ac.uk/archive/st-andrews-top-in-the-uk-for-student-experience/), and in the National Student Survey 2018/19 was [the leading mainstream UK university for student satisfaction.](https://news.st-andrews.ac.uk/archive/a-decade-at-the-top-for-scotlands-first-university/)

In international and world rankings St Andrews scores highly for teaching quality, research, international outlook and citations. It is currently a World Top 100 institution in the [QS World University Rankings 2019.](https://www.topuniversities.com/university-rankings/world-university-rankings/2019)

St Andrews’ reputation for teaching, research and student satisfaction make it one of the most sought-after destinations for prospective students from the UK, Europe and overseas.

The University typically averages 12 applications per place and has not offered Clearing places for over a decade. St Andrews has highly challenging academic entry requirements to attract only the most academically potent students in the Arts, Sciences, Medicine and Divinity.

St Andrews holds an Institutional [Athena SWAN Bronze Award](https://news.st-andrews.ac.uk/archive/athena-swan-awards/), while the Schools of Biology, Physics & Astronomy and Psychology and Neuroscience have achieved [Athena SWAN Silver Awards.](https://www.st-andrews.ac.uk/hr/edi/sex_gender/athenaswansupport/)