



ST PETER'S COLLEGE

WELFARE OFFICER – FEMALE ONLY

FURTHER PARTICULARS

St Peter's College invites applications for the post of Welfare Officer (Female) at St Peter's College, to start from 26th September 2022. The closing date for applications is 12 noon on Monday 18th July 2022. Interviews are expected to be held on Friday 22nd July 2022.

Please note that there is an occupational requirement for St Peter's College to maintain a balanced number of male and female Welfare Officers.

St Peter's seeks to promote inclusion and diversity. We are committed to ensuring that our Health, Wellbeing and Welfare Team is as diverse as possible in order to better support the diverse population of our College. We are particularly keen to receive applications from people of colour; people who identify as being LGBTQIA; and others who will enhance the diversity of our team.

We welcome applications from those who have recently applied for this post. Please contact our HR Manager and ask that your previous application to be considered.

St Peter's College

St Peter's College is one of thirty-nine self-governing Colleges in the University of Oxford. Founded in 1929 expressly to widen access to Oxford University, it is an open, tolerant and creative academic community and enjoys an atmosphere in which academic staff and students from many different backgrounds and countries mix easily and comfortably. The College currently comprises a Master, Professor Judith Buchanan, and 100 Fellows and Lecturers in a wide range of subjects, approximately 375 undergraduate and 270 graduate students, 25 Visiting Students, and approximately 80 members of administrative and domestic staff. St Peter's is a friendly and vibrant academic community, and provides an informal and supportive working environment. St Peter's College is a registered charity. Further information may be found at www.spc.ox.ac.uk.

The College's core health, wellbeing and welfare provision is led by the Dean for Welfare who heads the Health, Wellbeing and Welfare Team and is overseen by a Tutor for Welfare, who is a Fellow of the College. Key to the team are two Welfare Officers, each of whom is either a post-doctoral researcher or a postgraduate research student (who has completed at least the first year of their doctoral studies) with experience both of Oxford University and of student support work.

The Welfare Officers work alongside, but separately to, the Junior Deans who have responsibility for disciplinary matters, under the oversight of the Dean.

Description of the Role

The two Welfare Officer posts work under the direction of, and with the support of, the Dean for Welfare. The Health, Wellbeing and Welfare Team also includes the College Nurse and the part-time Chaplain. The Team liaises with the College Doctors and other services such as the University's Student Welfare and Support Services.

Welfare Officers' posts entail a substantial element of 'hands-on' involvement in welfare issues and the Welfare Officers meet at least weekly with the Dean for Welfare. Each Welfare Officer is expected to be available for a limited amount of time during weekdays in term time, as required. This is to ensure they are available to attend weekly meetings with the Dean for Welfare and fortnightly student welfare team meetings; to run 2-3 wellbeing events each term (such as a wellbeing walk, a table of free snacks); and to meet with students to talk through issues of concern. This work normally amounts to no more than 2-3 hours per week.

The two Welfare Officers undertake an on-call duty rota to respond to emergency night time welfare issues throughout term time (6pm to 8.30am across 0th to 9th Week) and on occasion are called on to assist with emergency matters during the daytime. On Saturdays and Sundays during term time, the Welfare Officers operate a rota to cover any requirement for student support during the day.

The Welfare Officers sometimes work closely with the Junior Deans (whose responsibilities lie in the area of student discipline) and with College Officers on matters of mutual concern. The Welfare Officers need to maintain contact with the graduate (Middle Common Room) and undergraduate (Junior Common Room) welfare and peer support teams. Specifically, the Welfare Officers convene fortnightly meetings of the College student welfare team, which includes both JCR and MCR reps. Additionally, their role is to represent the interests of all students, ensuring that any concerns relating to Welfare provision are brought to the attention of the Dean for Welfare and, as appropriate, the College's Student Affairs and Welfare Committee.

The appointee is expected to attend weekly meetings with the Dean for Welfare, to convene fortnightly meetings with the student welfare team, to attend the Student Affairs and Welfare Committee, and to attend the termly Welfare Lunch, (to which the College Doctors, Nurse, Disability Advisory Service link, and link counsellor are also invited). Work is shared as agreed between the two Welfare Officers however post holders often choose to alternate each term in leading on the administrative tasks related to the posts. Attendance is required at the annual offer holders' event (usually on a Saturday in April). Attendance is mandatory at various health welfare and wellbeing events across Freshers' Week each year, including welcoming Freshers on the Sunday prior to 0th week of Michaelmas Term (in 2022 this will be Sunday 2nd October).

The College requires that Welfare Officers undertake a full-day First Aid course and a half-day Fire Wardens course at the College's expense. Welfare Officers will then be expected to undertake first aid and fire warden duties within the College. The College requires that Welfare Officers undertake the Junior Dean training course run by the Oxford University Counselling Service, and the University's training on supporting those disclosing sexual violence.

The appointees will be required to undergo a Disclosure and Barring Service (DBS) check at enhanced level at the start of their employment.

Person Specification

The successful candidate will need to be empathetic, open-minded, resilient and interested in student life and activities.

Essential Criteria

Candidates should have

1. Experience of dealing effectively and responsibly with students or young people.
2. Excellent inter-personal and listening skills and very good verbal and written communication skills.
3. Resilience and a clear understanding of the boundaries required in this professional role.
4. The ability to work effectively and constructively as part of a team.
5. A sound appreciation of the requirement for confidentiality allied with an awareness of the demands of the College's duty of care to its students.
6. The ability to respond quickly and calmly to incidents within College (including the annexes). To assess a situation when under pressure and to act appropriately and proportionately.
7. Experience of the Oxford University context, either as a post-doctoral researcher or a postgraduate research student (who has completed at least the first year of their doctoral studies).
8. Sufficient flexibility in their pattern of academic work to be able to fulfil the varying time-related demands of the role.

Desirable Criteria

1. Previous experience in a similar role
2. Experience in a Peer Support, or similar, programme

Terms and Conditions

The appointment will be subject to the provision of proof of the right to work in the UK.

The Welfare Officers are required to reside in College during weeks 0 to 9 of Full Term, and are provided with free single accommodation. This will be subject to a tenancy agreement.

The Welfare Officers are expected to be fully integrated into the life of the College and will be members of the Middle and Junior Common Rooms. They are Associate Members of the Senior Common Room, and are entitled to meals at High Table free of charge whenever the kitchens are open (they are occasionally closed for short periods, normally during the vacation).

Accommodation and meals (except when the kitchens are closed) will be available to the Welfare Officers throughout the year, except after the final term of employment, when their entitlement will be until the end of week 10 of that term only.

In addition to the above benefits, the Welfare Officers will each receive a stipend of £4,767 per annum, with cost of living increases in line with those applied to other salaries at the College (normally in August).

The Welfare Officers are each provided with a mobile telephone, so that they may be readily contacted in case of an emergency.

The post is subject to the satisfactory completion of a probationary term and is thereafter offered for two terms in the first instance. At the end of these three terms, the post may be renewed for up to a maximum of a further two years or until the post holder's course comes to an end, whichever is the sooner.

How to Apply

Applications consisting of a covering letter and CV stating the names and postal and email addresses of two referees, together with a Recruitment Monitoring Form, should be sent by email to, the HR Manager Graham Stowell at the following address human.resources@spc.ox.ac.uk

Candidates are asked to arrange for their referees to send references directly to human.resources@spc.ox.ac.uk by the closing date. One of the referees should be the applicant's University supervisor. The referees should refer to the candidate's ability to meet the criteria outlined in the Role Description and Person Specification.

Please include the words 'Welfare Officer (Female)' in the subject line of all email correspondence

The closing date for receipt of completed applications is 12 noon on Monday 18th July 2022.

Interviews are expected to be held on Friday 22nd July 2022.

Data Protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, The College may, hold, use or otherwise process personal data and sensitive personal data, as these terms are defined in the General Data Protection Regulation ("GDPR") and the Data Protection Act 2018.

St Peter's is an equal opportunities employer.