WELFARE OFFICER

FURTHER PARTICULARS

St Peter’s College invites applications for the post of Welfare Officer at St Peter’s College, to start from 1 October 2019. The closing date for applications is 12 noon on Friday 2 August 2019.

St Peter’s College

St Peter’s is a dynamic and informal college that was founded in 1929 and received full collegiate status in 1961. With over 6000 alumni, 500 current students and 50 Fellows it has built a reputation for outstanding teaching and research – in a friendly atmosphere. The College occupies a central location in the heart of the city centre and is determined to provide the best possible facilities, academics and support for students.

The College’s core welfare provision is overseen by a Tutor for Welfare, who is a Fellow of the College, and is led by the Dean for Welfare who heads the Welfare Team. Key to the Welfare 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 welfare 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 Welfare Officers are a key part of the Welfare Team which also includes the College Nurse and the part-time Chaplain. The Welfare Team also 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 at specified times (usually one hour a day on three different days) during the week so that individual students can come to talk about their concerns. The two Welfare Officers undertake an on-call duty rota to respond to emergency night time (7pm to 8.30am) welfare issues throughout term time (0th to 9th Week) and on occasion are called on to assist with emergency matters during the daytime.

The Welfare Officers on occasion need to 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 run fortnightly meetings of the College JCR Peer Supporters. 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 run fortnightly meetings with the JCR Peer Supporters, to attend the Student Affairs and Welfare Committee and to attend the termly Welfare Lunch, (to which the College Doctors, Nurse, DAS and link counsellor are also invited).

The College requires the Welfare Officers to 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 for staff and students within the College. The College requires the Welfare Officers to undertake the Junior Dean training course.

**Person Specification**

The successful candidate will need to be empathetic and open-minded, 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. Very good inter-personal and listening skills and 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).
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).

**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 in 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 £3773 per annum, with cost of living increases in line with those applied to other salaries at the College (normally in August). The College has a small fund for welfare-related functions.

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

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

If candidates prefer to send their application by mail, it should be addressed to:

Graham Stowell  
HR Manager  
St Peter’s College  
New Inn Hall Street  
Oxford  
OX1 2DL.

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 closing date for receipt of completed applications is 12 noon on Friday 2 Aug 2019. Interviews will be held on Friday 9 Aug 2019.

**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.