StPeter's College invites applications for the post of Welfare Officer at St Peter's College, to start from 1 October 2018. The closing date for applications is 12 noon on Monday 11 June 2018.

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 great location in the heart of the city centre and is determined under the current Master, Mark Damazer CBE, former Controller of BBC Radio 4, to provide the best possible facilities, academics and support for students.

The College’s core welfare provision is based around the following appointments:

- a Tutor for Welfare, who is a Fellow of the College and plays an active role on the College’s Student Affairs and Welfare Committee, liaising (often informally) with others involved in welfare (both within the College and the University) to ensure that the system runs smoothly.

Two Welfare Officers who are either a post-doctoral researcher or senior graduate student with experience both of Oxford University and of student welfare work or a graduate student reading for a higher degree at Oxford University, preferably also with experience of student welfare work.

Purpose of the Role

The duties of both Welfare Officer posts are carried out under the overall direction of the Tutor for Welfare, working together as a close-knit team, and involving the College doctors, nurse and Chaplain as appropriate. The Welfare Officers’ posts entail a substantial element of ‘hands-on’ involvement in individual welfare issues, in consultation with the Tutor for Welfare. The officer is expected to make him/herself available at specified times during the week, and in cases of emergency, so that individual students can come to talk about their concerns, and to follow up these meetings with action as necessary. The Welfare Officer on occasions needs to work closely with the Junior Deans (whose responsibilities lie in the area of student discipline) medical staff and other College Officers on matters of mutual concern. The officers also need to maintain contact with the graduate (Middle Common Room) and undergraduate (Junior Common Room) welfare and peer support teams. 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 College’s Student Affairs and Welfare Committee in consultation with the Tutor for Welfare.
The appointee is expected to attend meetings of the Student Affairs and Welfare Committee and other welfare related meetings (eg fortnightly briefings with the Tutor for Welfare, and a termly Welfare Lunch, to which the College Doctors and Nurse are invited). The Senior and Junior Welfare Officers share between them the task of writing the minutes of the Student Affairs and Welfare Committee.

The successful candidate will need to be empathetic and open-minded, and interested in student life and activities. They will need either to have appropriate counselling qualifications or be willing to acquire them before taking up the post.

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 Welfare Officers are expected to be fully integrated into the life of the College and will be members of the Senior, Middle, and Junior Common Rooms. It is hoped that a successful candidate would be willing to migrate to St Peter’s if not already a member of the College.

**Person Specification**

**Essential Criteria:**

1. Experience of dealing effectively and responsibly with students or young people
2. Very good verbal and written communication skills
3. Good interpersonal and listening skills
4. Ability to work effectively and constructively as part of a team
5. Have a sound appreciation of the requirement for confidentiality allied with an awareness of the demands of the College’s duty of care
6. Be able to respond quickly to incidents within College and from the outside properties

**Desirable Criteria**

1. Previous experience in a similar role
2. Experience in a Peer Support (or similar) programme
3. Experience or understanding of the workings of the College and University Terms and conditions

**Terms and Conditions**

The Welfare Officers are required to reside in College during weeks 0 to 9 of Full Term, and are provided with free accommodation. This will be subject to a tenancy agreement. 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 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 with the possibility of renewal 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 12.00 noon on Monday 11 June 2018.

Interviews will be held on Tuesday 19 June 2018.

**Data Protection**

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 1998 and the College’s Data Protection Policy and recruitment monitoring process.

St Peter’s is an equal opportunities employer.