Wolfson College is one of the 31 colleges of the University of Cambridge. We are a thriving and diverse community, with ~700 full time and ~300 part time students drawn from over 90 countries. While most of the students are postgraduates, we have ~200 mature undergraduate students, all of whom are over 21 years old. Situated just beyond the city centre, Wolfson is surrounded by glorious gardens, with facilities including a tennis court and gym. Staff enjoy numerous benefits, including a daily lunch allowance in the College’s excellent cafeteria.

The Student Wellbeing Advisor will join our versatile welfare and wellbeing team, led by the Deputy Senior Tutor for Welfare and Wellbeing in consultation with the Senior Tutor. The team also includes a part-time College Nurse, part-time Mental Health Nurse and fourteen Tutors. The College Porters play an important role in supporting student welfare, and a Student Welfare Committee, which includes student, staff and Fellows among its members and meets termly to review and discuss policy and practice. Welfare and wellbeing are also central to the offerings in our WolfWorks programme of academic and transferable skills, and to the design of our extended orientation programme for new undergraduates.

This is an exciting time to become involved in welfare and wellbeing support at the University of Cambridge, which is in the initial stages of implementing a programme of significant change to its central provision for mental health and disability support services. Among the first of these changes is the creation of a network of college-based Heads of Wellbeing and Student Welfare Advisors to share best practice and mutual support. Enhanced training opportunities will be available through this network. As these central services move to a stepped-care model of support for mental health, the Student Wellbeing Advisor will play a key role in the College’s multi-disciplinary team approach to complex cases, working closely with colleagues in the new network of college-based welfare professionals, the University Counselling Service, Mental Health Advice Service and the Accessibility & Disability Resource Centre.

HOW TO APPLY
Please send a completed Wolfson College Application Form and Equal Opportunities Form (available online at www.wolfson.cam.ac.uk/about-wolfson/vacancies) together with a current CV and a covering letter that explains how your skills and experience suit you for this post.

All applications should be sent to arrive by 12:00 pm (noon) on 21 November 2022 by email to jobs@wolfson.cam.ac.uk, with ‘Student Wellbeing Advisor’ in the subject line.

It is anticipated that interviews will be held during the week commencing 28 November. Candidates are advised that the appointment process will include both an in-person interview and a written exercise.

Informal inquiries about the post may be directed to the Senior Tutor, Dr Susan Larsen: senior-tutor@wolfson.cam.ac.uk

No applications from Employment Agencies, please.
The College actively supports equality, diversity and inclusion and encourages applications from all sections of society. Applications from Black and minority ethnic candidates are particularly encouraged, as they are underrepresented within our welfare team.

The College has a responsibility to ensure that all employees are eligible to live and work in the UK.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and Data Protection Policy. Please see https://www.wolfson.cam.ac.uk/about/governance/data-protection/data-protection-statement-job-applicants for further information about how we process your personal data.

**TERMS & CONDITIONS**

**Salary:** £33,087 - £42,233, depending on experience.

**Hours:** Full-time (37.5 hours/week); the College is open to requests to work reduced or flexible hours, provided the applicant is able to offer at least 20 hours/week in term time.

Specific working pattern to be agreed; however, hours may be distributed with some flexibility across the five-day work week. Occasional early evening or (very rarely) weekend hours may be required in order to lead wellbeing activities for students who are often very busy during week days. Time off in lieu will be given for any evening or weekend hours worked.

**Location:** This role will require regular in-person meetings with students and other staff members. While hours may be agreed to suit a flexible schedule, the person appointed will be expected to hold regular drop-in office hours and to be present in College at least four days/week.

**Holidays:** Entitlement to 25 days’ holiday per year plus 8 public holidays. Of the 25 days’ holiday, the College schedules 3-4 days in December for all staff when all offices are closed. Holidays may not ordinarily be taken at times when student welfare and wellbeing concerns are most pressing (e.g. at the start and end of terms, particularly during exam season in May, June and early July).

**Benefits:**
- Membership of the NOW pension scheme (www.nowpensions.com), with Employer contributions of up to 13%.
- Death-in-service benefit of two times salary.
- Generous sick and parental pay schemes.
- Membership of a healthcare cash plan.
- Free staff lunch when the College kitchens are open.
- Free parking.
- Use of the College Gym and Library.
- Personal training and development programme.
- Wolfson operates an agile working policy

**Probation:** The appointment will be subject to an initial probationary period of six months, during which the appointment may be terminated by one month’s notice by either side. Following the successful completion of the probationary period, the period of notice will be three months by either side.