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**Job Description**

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| Job Title: | Student Wellbeing Adviser |
| Reports to (Title): | Head of Student Wellbeing |
| Reports to (Name): | Mike Bryant |
| Responsible for (direct reports): | N/A |
| Department: | Student and Academic Services |
| Working hours | Sessional |

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| **Prime function of role** |
| The Student Wellbeing Adviser provides both one-to-one drop-in and counselling sessions to RADA higher education students.  This post also supports the Head of Student Wellbeing in the effective administration of the Student Wellbeing Service. |

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| **Principal responsibilities and duties** |
| 1. Counselling provision     * Meet with students on a one-to-one basis to provide initial assessments and ongoing counselling sessions    * Provide care in line with professional requirements and in accordance with psychotherapeutic guidelines    * Maintain appropriate records of support and guidance offered to students    * Input into online student record systems in accordance with the requirements of the Head of Student Wellbeing    * Be able to work within an 8-session counselling framework    * Keep counselling records using an online electronic database system      1. General    * Deputise for the Head of Student Wellbeing as required    * Contribute to effective communication with students in liaison with other members of the department (newsletters, notice boards, emails, hosting feedback sessions with students)    * Keep up to date with current professional practice and relevant HE practices    * Undertake any other duties as required commensurate with the level of the post    * Promote equality, diversity and inclusion at all times and ensure they are at the forefront of your thinking when undertaking your responsibilities    * Comply with Health and Safety legislation and ensure you are up to date with RADA’s Health and Safety Policy    * Comply with GDPR, Data Protection and Safeguarding legislation    * Contribute to the development and culture of RADA, attend RADA training and staff events as and when required (including but not limited to annual staff conference and termly town hall meetings)   By accepting a role here you are acknowledging a commitment to RADA’s values and mission, and a willingness to contribute to the ongoing development of the same |

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | BACP- approved counselling qualification | At least two years post-qualification experience |
| **Knowledge** | Demonstrated expertise in assessing clients for counselling including risk assessment and appropriate decision-making regarding assessment outcome |  |
|  | Demonstrated expertise in assessing clients for counselling including risk assessment and appropriate decision-making regarding assessment outcome |  |
| **Skills/abilities/**  **competencies** | Experience of working with difference, including individuals with a range of different cultures, disabilities, sexual orientations and age |  |
|  | Experience of assessment and providing short-term focussed counselling, working psychotherapeutically with a broad range of presenting issues. | Experience within a counselling or mental health organisation is beneficial |
| **Experience** | Competent and confident IT skills including ability to use electronic calendars and complete basic data entry | Experience of working with an online student records software |
|  | Skills in designing and delivering training or psycho-educational workshops on topics related to counselling and mental health and wellbeing |  |