



Welfare, Wellbeing & EDI Lead

Job Description and Further Particulars

Job Title:	Welfare, Wellbeing & Equality, Diversity & Inclusion Lead
Hours:	18.75 hours per week (FTE0.5) Please note that actual hours worked are likely to include some afternoons and early evenings and will be more heavily weighted towards term time
Salary:	Grade 7 £43,482 - £46,049 plus an Oxford Weighting Allowance (currently £1,530) pro rata
Contract type:	Fixed term for 3 years
Responsible to:	The Principal
Additional Information:	Out of hours working

Harris Manchester College (HMC)

Harris Manchester is a college of the University of Oxford, with a radical tradition which it continues in the present day. Originally founded in 1786 in Manchester as a dissenting academy, it came to Oxford in 1889, and became a college of the University in 1996, changing its name from Manchester College to Harris Manchester College at that time. From the start, the College was distinctive in offering higher education to those who were excluded from the established English universities (at that time restricted to Anglicans) or other dissenting academies (often restricted to members of a particular denomination). Women were admitted from 1876, with the result that it was uniquely coeducational on its arrival in Oxford.

The College continues its tradition of radical inclusion today through a unique mission: it is the only college in the University of Oxford dedicated exclusively to admitting and supporting mature students (aged 21 years or over) at both undergraduate and postgraduate level.

The College is committed to breaking down the barrier of age in higher education. It provides a friendly, welcoming atmosphere and inclusive ethos, and pursues the highest standard of academic teaching, learning, and research in an environment which is fully supportive of Fellows, staff and students.

There are approximately 250 undergraduate and postgraduate students altogether, studying a wide range of subjects in the Humanities, Social Sciences, Engineering and Medical Sciences.

For further information on Harris Manchester, please visit the College website at <http://www.hmc.ox.ac.uk>.

Overview and Context of the post

The purpose of the post is to lead on welfare and wellbeing provision in the College by providing welfare support to the College's students and staff, by developing and implementing proactive strategies to support wellbeing and resilience, and by fostering and championing equality, diversity and inclusion in all aspects of college life.

The Welfare, Wellbeing & EDI Lead will work closely with the Academic Administrator and Tutor for Admissions of the College, the Chaplain and Welfare Dean and the HR Manager to support a robust welfare support for students and for staff, and to promote Equality, Diversity, and Inclusion within the College Community.

Key Responsibilities

Welfare Support (inc. casework)

- Provide direct support and advice to students and staff. This may take the form of urgent emergency intervention and/or ongoing casework.
- Where appropriate, referring students to other sources of support or medical care available within and outside of College.
- Act as Lead Harassment officer for the College.
- Maintain an accurate, complete, and confidential set of records for all casework. Manage this data sensitive and ensure compliance with legal and statutory requirements (inc. GDPR).
- Liaise sensitively with academics, college officers, and staff regarding student problems. This may also include discussions with colleagues in other colleges, the College Doctors, the University Counselling Service and Student Health and Welfare Services and peer supporters.

Out of hours support

- Being on call to provide support in urgent and serious welfare situations.
- Provide out-of-hours on call support for the Junior Deans, who are the initial point of contact for welfare support overnight.
- Provide guidance and support in dealing with students in acute mental distress to ensure that urgent situations are dealt with in a safe and timely way, to ensure students are signposted to the correct resources and services, and to keep track of developments in case follow up support is required.

Welfare Lead (administration)

- Develop and implement welfare strategies and programs.
- Act as a visible and approachable presence in College life, attending key events and contributing to the sense of community.
- Lead the regular (currently fortnightly) Welfare meetings, making decision on the appropriate follow-up action required based on the information supplied by colleagues.
- Attend regular meetings with the Principal and meet with the Dean on an *ad hoc* basis as required.

- Maintain up-to-date welfare policies and procedures. This may include drafting and or re/drafting policies in consultation with the relevant colleagues, and ensuring they receive the necessary approval prior to implementation.
- Attend relevant University and external meetings to ensure the College remains compliant and is aware of best practice. In doing so, build up good knowledge and practice around supporting students' welfare, wellbeing and resilience in the College and the University.
- Represent the College at inter-collegiate Welfare Forum.
- Conduct risk assessments and manage welfare-related casework.
- Coordinate with other welfare services and professionals.

Welfare framework

- Ensure that clear information about welfare provision, wellbeing, and resilience is effectively disseminated within the College and is readily available.
- Collaborate with the Head of Communications, Bursary team, and Domestic Bursar in particular to ensure information is disseminated effectively to students and staff.
- Organize and oversee welfare events and activities. This will included events in Freshers week for incoming students, ensuring they are aware of the welfare resources available in the College and wider University environment.
- Help to onboard the Junior Deans and JCR/MCR Welfare Reps. With the Dean (for JDs) ensure they have the required training (determined by the Welfare Lead).
- Work closely with the Junior Deans and JCR/MCR Welfare Reps postholders providing support, guidance, and leadership to ensure clarity on the scope of roles and responsibilities. This will also involve a close working relationship with the Dean who line manages the Junior Deans.
- Build up good knowledge and practice around supporting students' welfare, wellbeing and resilience in the College and the University.

Equality, Diversity & Inclusion (EDI) Responsibilities

- Lead and champion equality, diversity, and inclusion in all aspects of college life.
- Develop, implement, and review the college's EDI strategy and action plan.
- Advise on inclusive policies, practices, and communications.
- Support students and staff who experience discrimination, harassment, or exclusion, and ensure appropriate reporting pathways are clear and accessible.
- Promote awareness of EDI issues through training, events, and discussion.
- Work with college officers to support embedding EDI in all policies and practises.

Selection Criteria

Essential

- Relevant qualifications and professional experience, including experience of working in a student-facing role within a Higher or Further Education institution, and familiarity with mental health and disability-related issues facing students.

- Ability to think strategically and to design and implement programmes and policies informed by best practice.
- Strong communication and interpersonal skills, including an ability to work collaboratively with a wide range of people in the College (Fellows, support staff, students), in the University, and beyond.
- Ability to handle sensitive and confidential information.
- The ability to provide effective support and guidance to other colleagues.
- Knowledge of relevant welfare policies and best practice Demonstrable understanding of cultural diversity, and experience of managing sensitive situations with discretion.
- Good organisational and administrative skills, including the ability to make good decisions and use own initiative.
- Ability to maintain a level of emotional and professional resilience in relation to the demands of a welfare-focused post.
- Competency in working with sensitive data, databases, and IT systems, including an ability to prepare reports for committees and other bodies when required.
- Proven knowledge and understanding of Health and safety regulations and the broader values of the College (including in equality, diversity, and inclusivity).
- Willingness to work out-of-hours, and to provide support when urgent issues arise.

The post-holder may be required to undertake other duties as commensurate with the level of responsibility for this post and undertake training as necessary to ensure that the post holder remains fully able to deliver the best welfare provision in the College.

Appointment Procedure

To apply, please submit a CV (maximum 3 sides of A4) and a covering letter which details how your skills, experience, and qualifications meet the criteria for the post. Please also include the details of two referees.

The above should be submitted by email to hr@hmc.ox.ac.uk by 10:00 am on the application deadline of 27 March. Interviews are expected to take place in the week beginning on 7th April.

Benefits and Conditions

- Free lunches when on duty, and when the kitchen is serving meals to staff.
- Pension: You will have the option of joining a contributory staff pension scheme.
- Annual leave: 30 days (pro rata for part time staff) plus bank holidays to be taken at a mutually agreed time, but normally outside of term.
- Funding to purchase a Bicycle and associated gear up to the value of £300.
- Membership of the University sports club.
- Retail discounts.
- Professional Development Support provided by the University.
- Staff Social Events/Activities.

Important Information for Candidates

Data Privacy

Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the College's data protection policy [here](#).

Equal Opportunity

Harris Manchester College is an Equal Opportunity Employer. Conduct against fellow employees and College members which is offensive, or detrimental to them on grounds of age, colour, disability, gender reassignment, ethnic origin, marital status, nationality, national origin, parental status, race, religion or belief, sex, or sexual orientation will not be tolerated.

The College exists to promote excellence in education and research and is actively committed to the principle of equality of opportunity for all suitably qualified candidates.

Right to work in the UK

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