

Job Advert

Welfare and Student Engagement Officer (Maternity Cover – 12 months)

INTO University of Stirling is seeking to appoint Welfare and Student Engagement Officer to join the team for a 12-month period on a maternity cover basis. The role is part-time 0.8fte (working pattern to be negotiated) and is based at our INTO University of Stirling Centre.

The successful candidate will take a leading role in implementing a comprehensive and effective welfare support service for international students within the Centre. You will work to actively engage students with the Centre through events, support information and by liaising with the university partner. You will develop and monitor initiatives and interventions to help students by working closely with academic support, student support services, parents, agents and regional staff and individually with students.

The key responsibilities will consist of but not limited to:

WELFARE:

To provide a professional service to identify and assess the needs of students where there is concern in relation to attendance and their general welfare.

Assisting students who require support or lack engagement in studies:

- Supporting students with disabilities, learning difficulties or those with known welfare issues, students under 18 years of age and students with low attendance/incompletion of assignments to engage with their studies.
- Liaising with Academic and Student Services Support teams to support and direct students who are not attending or completing assignments (utilising the Attendance Monitoring).
- Maintaining accurate student welfare records of interactions with students in agreed databases and templates in line with University policies.
- Sourcing and developing relevant information surrounding welfare support for distribution to staff and students.
- Work within networks (JV Partners, Student Services, and Academic Department) to initiate, deliver and evaluate interventions and support student-led interventions that enhance student engagement within the Centre.

STUDENT ENGAGEMENT:

Facilitate and encourage new and current students to engage in all aspects of INTO University of Stirling's student's experience.

Enhancing the student experience by:

- Assisting with the arrival and induction of new students.
- Developing and creating an effective engagement strategy by organising and delivering a programme of events and activities.
- Working with the JV partner university to engage the wider student support services, eg Careers service, Students Union, Sports Centre.

ESSENTIAL REQUIREMENTS

- Educated to Highers standard or equivalent.
- Previous experience in dealing with welfare support for students or young people.
- Ability to build rapport with young people from a variety of cultural backgrounds.

DESIRABLE REQUIREMENTS

- Qualification in counselling/coaching/mentoring.
- Experience of working with international students.
- Experience in a similar role engaging with students.

Salary

Band C: £23,000 to £26,000 per annum prorated to your working hours depending on experience.

Application Process

If you are interested in the position, please send your CV with a covering letter explaining why you are interested in this position to Mary Donati, HR Advisor at mary.donati@stir.ac.uk

CLOSING DATE FOR APPLICATION:

Midnight on Thursday 14 February 2019

INTERVIEW DATE:

Thursday 21 February 2019.

It is company policy to contact only those candidates who have been successful in being short-listed for interview. Should you not hear from us within one month of the stated closing date, please assume that your application has been unsuccessful.

“For further details, a full job description and a copy of our Candidate Privacy Notice see <https://intoglobal.com/jobs>

Safeguarding

As part of our Safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a Disclosure and Barring Serviced check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions

INTO is an equal opportunities employer.

INTO Giving is the charitable arm of INTO University Partnerships and is committed to increasing access to education and improving the quality of education for disadvantaged young people around the world. INTO employees are encouraged to take an active role in INTO Giving. To find out more please visit www.into-giving.com.