

## **SUFFOLK STUDENT WELL-BEING AMBASSADOR**

(Existing or new Student Ambassadors may also apply)

**Pay:** £9.45 per hour – 3 hours per week until June 2020

### **Job Description**

The Suffolk Student Well-being Ambassador (SSWA) will be a new pilot ambassador role within the Student Union team. The SSWA will engage and represent both the University of Suffolk and Student Union online and offline by promoting well-being events and initiatives. For example, SU schemes including Active Well-being, Pets as Therapy and Random Acts of Kindness as well encouraging the use of Student Services drop in sessions. This post will also include working on a co-produced research project alongside a researcher within the Suffolk Institute for Social and Economic Research. The research project will revolve around student experiences of university and how contextual factors might influence their sense of well-being whilst studying using qualitative methods. The SSWA would be involved in all stages of the project, including development, data collection, analysis and dissemination, and will receive training and support in research methods and safeguarding. The SSWA will be expected to provide ongoing advice and insight as the University mental health strategy develops, informing policy, practice and service development across the University and the SU.

### **Duties of the post:**

1. To promote the University of Suffolk and the Students' Union.
2. Contribute, advocate and endorse the development of services and activities within the SU and Student Services.
3. To adhere to the Digital Code of Conduct which provides guidance on tone of voice, branding and representing the University when posting online content.
4. To be aware of the internal policies and procedures relating to safeguarding, DSE training and health and safety.
5. To undertake primarily qualitative research by preparing, setting up, conducting and recording outcomes during fieldwork.
6. To ensure research activities have appropriate ethical consideration, transparency and clarity following the University of Suffolk's policies and procedures.
7. To work with the researcher, research participants and key stakeholders and safeguarding the confidentiality of participants (including potentially vulnerable participants), as necessary.
8. To contribute to the production and presentation of findings and research reports.
9. To assist in the accurate keeping of records and relevant accounts of the management of the project.
10. To facilitate well-being events and dissemination activities.
11. Any other related duties may reasonably be assigned from time to time by the SU Vice President or the Research Associate. Examples could include helping with student profiles, publications, the website and mailshots

## **Terms and Conditions**

This scheme is solely based at the University of Suffolk Students' Union (Ipswich) and the student involved in the scheme will:

- 1) Be studying at the University of Suffolk for the forthcoming academic year
- 2) Not be in breach of the Student Attendance and Attendance Monitoring Policy and to be making good academic progress on their course
- 3) Attend any unpaid general training session before being accepted onto the Scheme
- 4) Only agree to take on duties where this does not conflict with study commitments e.g. attendance at lectures, tutorials and seminars
- 5) Be expected to take part in the Scheme for a specified period up to June 2020, reviewing monthly.
- 6) Be required to maintain regular contact through email with the Lead Researcher and Vice President of the SU
- 7) Provide feedback on their activities within the Scheme, and a reflective statement as requested

## **Hours of Work**

- You will be required to work 3 hours per week, which can be arranged with some flexibility. Hours will be agreed at the start of each month.
- Where you are unable to work the hours you have agreed to, you must give the Lead Researcher and Vice President of the SU as much notice as possible
- You should ensure you remain compliant with work permit or entry requirements for paid work whilst registered as a student.

## **Financial Arrangements**

- Hourly pay: £9.45 per hour. All activities will be paid on the hourly rate unless specified prior to the event and will only be paid where SSWA duties are being carried out.
- Payment will be on the last working day of each month in arrears based on timesheets authorised by your line managers (Lead Researcher and Vice President of the SU) and submitted to the SU. It is required that time sheets are submitted a week prior to payday.
- The conditions of engagement for casual staff will apply with respect to holiday pay. Overtime and unsocial hours payments will not apply. The SSWA is deemed to have taken holiday during non-work periods.

## **Termination of Contract**

- You are expected to work your hours as agreed with your Line Manager(s). If you fail to turn up for work without a reasonable explanation, or regularly cancel work at late notice, your Line Manager will be at liberty to terminate your contract.
- Please advise the Lead Researcher and Vice President of the SU should you decide you no longer wish to remain in the role of SSWA with at least 2 weeks' notice. You will be issued with a P45 after your final pay.

## Selection Criteria

Candidates will be assessed against the following essential/desirable attributes:

	Essential	Desirable
<b>Education and Qualifications</b>	1) Currently studying at the University of Suffolk (Ipswich) and making good progress	
<b>Knowledge and Experience</b>	2) A general knowledge of the services on offer by the University and the SU to support students 3) An interest in student mental health	1) Knowledge of the current research into student mental health 2) Knowledge of the Higher Education sector and the role of Student Unions 3) Experience of research (taking part/conducting own research)
<b>Skills</b>	5) Excellent communication skills, including the ability to initiate conversation with peers and good written communication skills 6) Excellent organisational skills 7) Ability to work on own initiative 8) Ability to work as part of a team 9) General IT and administrative skills 10) Reliable and punctual	4) Knowledge of an interest in research 5) Experience of working in an environment with students, promoting student activities or other professional environments
<b>Attitude</b>	11) An enthusiastic, committed and pro-active approach to work 12) An enthusiasm for the University of Suffolk and the Student Union 13) Willingness to work outside normal working hours (for example some early evening work for focus group discussions)	6) A willingness to learn, present findings of the research project to others, feedback ideas and contribute to University and SU development

## **EQUAL OPPORTUNITIES**

The University of Suffolk and Suffolk Student Union is a diverse community and is committed to providing equality of opportunity to all staff and students.

## **NO SMOKING POLICY**

A no smoking policy operates at all University of Suffolk premises.

## **INFORMAL ENQUIRIES**

For informal enquiries please contact Katie Tyrrell, Research Associate (Research Directorate) via email on: [k.tyrrell@uos.ac.uk](mailto:k.tyrrell@uos.ac.uk) or Amy Grant, Vice President of the Student Union on: [su.vicepresident@uos.ac.uk](mailto:su.vicepresident@uos.ac.uk)

## **APPLICATIONS**

### **To apply for this post:**

Please send a cover letter with reference: Suffolk Student Well-being Ambassador and your CV to: [su.vicepresident@uos.ac.uk](mailto:su.vicepresident@uos.ac.uk)

The deadline for applications is 3<sup>rd</sup> February 2020 at 12pm (midday).

Informal telephone interviews will be scheduled for the same week. Successful students will be notified the week commencing 10<sup>th</sup> February 2020. Following this, Training will be arranged for the successful candidates as appropriate.