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| Job Description |  |
| Student Advisory Board Member *Psychology Informing University Practices for Wellbeing* | Grade: £14.52 per hour (equivalent to [UCL Grade 5](https://www.ucl.ac.uk/human-resources/sites/human_resources/files/21-22_ucl_non-clinical_grade_structure_with_spinal_points-202108.pdf)) |
| Department: UCL Division of Psychology & Language Sciences | Location: Remote working with occasional face-to-face meetings at UCL, London |

**LONDON’S GLOBAL UNIVERSITY**

#### Reports to

Rosie Ellis, PsychUP for Wellbeing Programme Manager

#### Context

Are you a student, passionate about student mental health and wellbeing? Do you want to be part of a collaboration to enhance the evidence base and build resources for mental health care in higher education? We are looking to recruit ten students to join the PsychUP for Wellbeing Advisory Board. You will gain skills and experiences in leadership, collaboration and communication and play a central role in supporting the development of the programme as we seek to disseminate our research on the issue of student mental health and wellbeing.

**About PsychUP for Wellbeing**

* Psychology Informing University Practices for Wellbeing (PsychUP for Wellbeing) is a student mental health programme, led by UCL’s Psychology and Language Sciences department.
* We undertake research and consultation activities to better understand issues relating to student wellbeing and mental health and use this knowledge to develop models of care, improve care pathways and promote evidence-based practice within the higher education sector. We collaborate with UCL and the wider London community, and nationally, with other HEIs and health leaders. You can find out more about the PsychUP for Wellbeing programme here - <https://www.ucl.ac.uk/pals/psychology-informing-university-practice>
* We believe that students have a central role in shaping the direction, design and delivery of our programme, so co-production is an important part of how we work. Students are involved at all levels of our programme, including student representation on our Advisory Board.
* The PsychUP for Wellbeing Advisory Board is made up of Professional and Student members who provide the strategic direction and oversight of the programme. Membership is not limited to professionals and students at UCL but made up of individuals are from a variety of universities and organisations across England.
* You can find out more about our current Student Advisors here: <https://www.ucl.ac.uk/pals/psychology-informing-university-practices-wellbeing/who-we-are/advisory-board-student-members>.

#### Main purpose of the job

#### Student members of the Advisory Board work collaboratively with Professional members (who include psychologists, other healthcare professionals and senior university leaders) and have joint strategic oversight of the programme.

#### The priority for the next 12-18 months, as identified by the Board, is collating the research and learnings of the programme to date and communicating these to both the UCL community and wider, Higher Education sector.

#### Student Advisory Board members have ownership of the programme’s co-production strategy, support student engagement activities and are linked to one of three working groups, according to interest. These working groups are: Services and Pathways, Research and Evidence and, Prevention and Community.

#### A particular focus of the working groups currently is the development of models of peer support and better understanding the needs of students who may be waiting for mental health referrals, assessments or support.

#### Advisory Board members (Professional and Student) act as ambassadors to the programme and support the team to champion evidence-based approaches and the value of co-production in supporting student mental health at a local and national level.

#### Duties and responsibilities

* Oversight and monitoring of programme activity and identification of potential future directions for the programme.
* Working with Professional members of the Advisory Board to agree programme priorities and support development of associated plans.
* Working with the project team and Professional members of the Advisory Board to support the development of a campaign to communicate what PsychUP for Wellbeing has learnt about student mental health and what this means for improving support.
* Attendance at Advisory Board meetings. Four take place per year, usually in September, December, March and June. Meetings are around 90 minutes and held virtually.
* Attendance at monthly meetings to discuss projects and activities that Student Advisors are involved in (e.g. working group projects).
* Involvement in one of the three programme working groups listed above – this includes attending meetings and undertaking tasks or activities as agreed between working group members (e.g. planning and running student engagement activities, contributing briefings, reports and other programme/project outputs).
* Availability on an occasional basis between meetings by email to provide views, advice and guidance.
* Occasional representation on staff recruitment panels, or representation of the programme at events and conferences (both internal and external to UCL).
* Commitment to follow and promote the UCL’s Equality, Diversity and Inclusion policies when carrying out duties as PsychUP for Wellbeing Student Advisor.

**General**

* Follow and actively promote the UCL [Ways of Working](https://www.ucl.ac.uk/human-resources/policies-advice/ways-working).
* Carry out any other duties within the scope, spirit and purpose of the job as requested by the line manager.
* This job description may be reviewed and be subject to amendment in consultation with the post holder.

You don’t need to have a background in psychology or mental health to take on this role. What is most important to us is recruiting students from all backgrounds and disciplines, who are passionate about creating positive change in student mental health research, support and education. We particularly encourage applications from those who are underrepresented in the university sector, including students from Black, Asian and minoritised ethnic communities, LGBTQ+ community, students with disabilities, who are care experienced, from low-socioeconomic backgrounds or first in their family to go to university.

Aside from attendance at meetings there isn't an expected number of hours worked per week or month. The time commitment is usually varied depending on programme activity and each student’s course workload.

We recognise the need for students to prioritise their course/studies whilst ensuring they look after their health and wellbeing. Whilst the above sets out the expected commitment to the programme, there is flexibility within this. If there are points where there are greater demands on an Advisor’s time and a need to reduce commitments, the staff team will work to accommodate this and provide support as needed.

Successful candidates will receive an induction to the programme and there will be opportunities for training and development to support you in the role. We will also support you in developing your understanding of current research and policy in the field of student mental health.

# Person Specification

# Note to job applicant: copy and paste the following essential criteria (which are assessed on the application form) into your “Statement in support of your application” and describe underneath each criteria how you meet it, giving examples.

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| **Essential Criteria** | **Assessment method** |
| **Experience and knowledge** |  |
| A registered student (undergraduate or postgraduate) currently enrolled at a University in England or Wales with at least 12 months before course completion. | Application |
| Demonstrating an understanding of issues relevant to being a student at university, including mental health and wellbeing. | Application & Interview |
| **Skills and abilities** |  |
| Good written and verbal communication skills | Application & Interview |
| Being able to work as part of a team and collaborate with staff and students. | Application & Interview |
| Ability to listen to others and respect opposing views. | Interview |
| Ability to maintain independence of judgement. | Application |
| Ability to motivate and engage others | Application & Interview |
| **UCL Ways of Working** |  |
| Being consistent and doing what you say you will do. | Interview |
| Building rapport and being comfortable with others across different cultures and backgrounds. | Interview |
| Taking responsibility for your work. | Interview |
| **Desirable Criteria** |  |
| **Note to job applicant: copy and paste the following desirable criteria into your “Statement in support of your application” under the Desirable criteria section. Describe underneath each desirable criteria whether you meet it and how you meet it, giving examples. Desirable criteria will only be scored if there is a tie break for shortlisting.** | **Application** |
| Demonstrating a commitment to creating positive change in student mental health research, support and education. | Application |
| Demonstrating an understanding of equality and diversity and  willingness to show commitment to promoting equality of opportunity. | Application |

**How do I apply?**

Applications should be made by completing an application form. Questions include: why you would like to join the Advisory Board, how you meet the essential/ desirable criteria for the role as set out above and any additional skills, experiences or qualities you feel you bring to the role. A template application can be found here << hyperlink >>

Please note that your application should be **sent to us from your University email address** to [psychup@ucl.ac.uk](mailto:psychup@ucl.ac.uk) and **the deadline for application is 09:00 on Monday 20th June**.

We plan to hold **interviews with shortlisted candidates between Thursday 23rd and Wednesday 29th June**.

If you have any questions regarding the programme or role, please contact Rosie Ellis, PsychUP for Wellbeing Programme Manager – [rosemary.ellis@ucl.ac.uk](mailto:rosemary.ellis@ucl.ac.uk).