**Job Description**

Title: University Mental Health Charter- Student Research and Community Assistants

Department: Student Communities

Scope: To collaboratively produce and analyse research into Universities' mental health and wellbeing provisions within University College Birmingham.

Responsible to: Community Engagement Coordinator

This job description is an outline of the main responsibilities of the post and may be subject to future amendment as deemed appropriate. It should not be read as, nor is it intended to be, a complete statement of an individual’s contractual duties and responsibilities.

Duties and responsibilities include, but are not limited to, the following

* Help gather data on student experience towards the current mental health and wellbeing provision provided by UCB
* Provide project support to key objectives, including but not limited to research design, quantitative and qualitative data analysis, project implementation and other functions of research and insight
* Conduct research to facilitate and inform Guild’s mental health campaigns and processes, including facilitating focus groups and surveys, secondary research and fact-finding.
* Liaise closely with full-time officers and student leaders to help them achieve their objectives by supporting them on campaigns related to supporting mental health provisions.
* Provide general support and administration for research and sight including event support, sending emails and room bookings.
* Engage in and contribute to supervision meetings and team meetings.
* To prepare for any meetings, including reading documents and interacting with other student members in various mental health committees where necessary.
* To attend training and briefings from University College Birmingham Guild of Students and the University College Birmingham.
* To host events or activities with student leaders related to mental health and wellbeing

**Health and Safety**

* Be aware of, and at all times, comply with, all relevant policies and procedures and all relevant statutory responsibilities including fire safety arrangements, health and safety issues including moving and handling, COSHH regulation etc.

**General**

The post-holder will:

* Be required at all times to develop and maintain positive working relationships with colleagues, students, contractors, external stakeholders and all other individuals they come into contact with in the course of their duties.
* Maintain at all times any confidential or sensitive information they are privy to in the course of their duties which must not be shared with any unauthorised person unless expressly permitted to do so.
* Conform at all times to University College Birmingham Guild of Students’ Union Policies and procedures with close attention being paid to Equal Opportunities and Equality and Diversity.
* Be flexible and adaptable where necessary in order to meet the ongoing service needs of the University College Birmingham Guild of Students.
* Carry out any other reasonable duty requested of them as appropriate within the parameters of their role.

Please make sure you submit your CV & Cover Letter to hamza@ucbguild.co.uk. Your cover letter must be no longer than 2x A4 page, detailing how you meet the requirements for this job. Please refer to the personal specification when completing your cover letter.

If you have any questions about this job, or would like to request reasonable adjustments, please contact hamza@ucbguild.co.uk

**Person specification**

Job Title: Student Research and Community Assistant

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

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| **Description** | **Essential** | **Desirable** | **Assessment** |
| **Education** |  |  |  |
| Proficient in the use of Microsoft Office packages to include Outlook and Excel, with the ability to learn new software packages  | X |  | A/I |
| Current University College Birmingham Guild of Students (academic year 2024-25) | X |  | A |
| **Experience** |  |  |  |
| Experience of project management | X |  | A/I |
| Evidence building and maintaining professional working relationships | X |  | A/I |
| Experience of maintaining and developing administrative systems |  | X | A/I |
| Experience of quantitative (numerical) and qualitative (comments) data collection, analysis and presentation | X |  | A/I |
| Experience of website management and/or database management |  | X | A |
| Experience of communicating research findings or complex information to a wide range of stakeholders, both in verbally and in written reports | X |  | A/I |
| **Knowledge**  |  |  |  |
| Of working with a wide range of people from different backgrounds with differing needs and requirements | X |  | A/I |
| Understanding of the democratic structures of University College Birmingham Guild of Students |  | X | A/I |
| **Skills & Abilities** |  |  |  |
| Excellent administration skills including attention to detail and a high level of accuracy.  | X |  | A/I |
| Verbal and written communication skills to a range of audience types | X |  |  |
| Exceptional organisational skills | X |  | A/I |
| Ability to work under own initiative and have a proactive nature | X |  | A/I |
| **Values & Behaviors** |  |  |  |
| Willingness and ability to support the values University College Birmingham Guild of Students | X |  | A/I |
| Enjoyment of working with, and understanding of students and a commitment to supporting a democratic and student-led environment | X |  | A/I |
| Evidence of reliability and trustworthiness | X |  | A/I |
| A willing team player with a positive attitude towards change | X |  | A/I |

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| \*Assessment will take place with reference to the following informationA=Application form I=Interview T=Test C=Certificate The details given in this job description reflect the main duties and responsibilities of this post at time of writing. It should be noted however, that over a period of time, and as circumstances change, these duties and responsibilities might be required to change. Therefore, It is anticipated that this job description may be reviewed with the post holder from time to time. |

**Important information**

Opening: 17/02/2025
Closing: 03/03/2025
Interviews:10/03/2025

Salary: £12.60 + holiday pay
Hours of work: 2-4 hours a week
Preferred start date: WC: 17/03/2025

Length of contract: 2 months from start date