



Inclusion Mentor (term-time)

Job Summary

The Inclusion Centre is an integral part of the Student Life Directorate which aims to help our students enjoy and succeed at RGU by providing advice and programmes that support them in their journey through university and beyond.

We're in the business of changing lives, developing students into highly employable graduates. Be part of their amazing journey and join our 1500 colleagues who already enjoy the richly rewarding work, vibrant community and lifestyle afforded by generous annual leave.

You will be part of a small dynamic team working with students to support their studies.

This challenging sessional post requires excellent interpersonal and communication skills and the ability to work independently with students on a one-to-one basis. You will also have the ability to case-manage and have an extensive working knowledge of mental health issues, social and communication disorders, as well as an understanding of the disability legal framework.

The post will be based at RGU's Garthdee Campus in Aberdeen, and in keeping with RGU's commitment to work/life balance you may have the opportunity to work from home for a portion of the working week.

This post is subject to the individual being required to join the PVG scheme. For more information, visit: <https://www.mygov.scot/pvg-scheme/>

Salary on first appointment is normally to the bottom of the scale, although *in exceptional circumstances* an appointment further up the scale may be considered.

To apply please submit your CV and a covering letter detailing your suitability as set out in the requirements below.

Job Description

RESPONSIBLE TO: Inclusion Coordinator

RESPONSIBLE FOR: None

PURPOSE OF POST: Work with students on a one-to one basis to provide professional emotional and academic support.

PRINCIPLE DUTIES:

To help students to develop effective organisation, time managements skills and strategies in order to manage their student life, their workload and deadlines.

Providing professional practical and study related support to students with mental health conditions and/or autism by enabling them to develop day-to-day life management skills.

Make decisions in conjunction with the student about how best to proceed with pieces of coursework, how to break them down into manageable chunks, and plan workload strategies.

To maintain an ongoing case-load of students, keeping up-to-date written records of meetings and follow up on non-attendance.

To make recommendations to Inclusion Coordinator regarding students with complex support needs.

To liaise with students to ensure that the implications of recommended support are understood and delivered effectively;

To undertake training and continued professional development,

To maintain a working knowledge of relevant Equality legislation,

To work in accordance with the Inclusion Centre business plan and assist the department in achieving its objectives,

To undertake other duties commensurate with the role.

Person Specification

ESSENTIAL REQUIREMENTS

Qualifications and Professional Memberships

Honours degree or equivalent in relevant discipline. This might include Mental Health Nursing, Social Work or Occupational Health

Experience

Significant experience of working with persons with mental health difficulties.

DESIRABLE REQUIREMENTS

Knowledge

Understanding of Higher Education environment

Knowledge of relevant Equality legislation and understanding of reasonable adjustments in the Higher Education context.

Experience

Experience of working with persons on the autistic spectrum.

Behaviours

Behaviour 1: Pastoral Care and Welfare - Experience of calming and reassuring those with work/study related problems who may be experiencing distress and dealing with difficult welfare situations or confidential matters

Behaviour 2: Communication - Ability to receive, understand and convey information requiring careful explanation and information of a complex or conceptual nature, in a clear and accurate manner

Behaviour 3: Decision Making - Experience of using own judgement to make decisions, making collaborative decisions with others to reach conclusions and providing advice or information that will influence the decisions of others

Behaviour 4: Liaison and Networking - experience of circulating information in an accurate and timely manner and working across team boundaries to build and strengthen working relationships

Salary: 31406.00 - 34304.00 GBP per Year

Position Type: Full Time , Permanent 35.0 Hours per Week