# Candidate Information

**Position:** Wellbeing Adviser (Safety and Respect) â€“ Female (0.5FTE)
**School/Department:** Student Experience
**Reference:** 26/113740
**Closing Date:** Monday 23 November 2026
**Salary:** £42, 972 - £51,270 pro rata (0.5FTE).
**Anticipated Interview Date:** Friday 4 December 2026

**Job Purpose:**
Working as part of a multidisciplinary Student Wellbeing Team, the postholder will primarily be focused on the coordination and delivery of the University's response to the Student Safety and Respect agenda, alongside providing specialist support for students impacted by issues such as bullying, harassment, stalking, sexual misconduct and domestic violence.

The post holder will provide a dedicated female support option for students specifically requesting to speak with a female member of staff, recognising that, for many students, having a choice of gender of the person providing support is an important factor in enabling them to disclose and engage with support. The postholder will draw upon their specialist knowledge, skills and experience to provide sensitive, trauma-informed and student-centred support, with particular consideration of issues affecting women and girls and alignment with the University's work to support the Ending Violence Against Women and Girls (EVAWG) agenda.

Note: This post is restricted to female applicants, recognising that students regularly request support from a female member of staff when disclosing or discussing sensitive or distressing experiences, particularly those involving domestic or sexual violence.

THIS IS A REGULATED POSITION

**Post:**
This post is suited to a female with significant experience of providing sensitive, person-centred and trauma-informed support to individuals experiencing complex issues relating to safety and respect, including domestic violence, sexual assault and safeguarding concerns.

**Main Activities & Responsibilities:**
1. Manage a mixed caseload of students requiring support with Safety and Respect issues and the broader impact these issues are having on their day-to-day mental health and wellbeing. Ensure that students have access to appropriate support, regardless of whether they have reported an incident or had an allegation made against them in relation to sexual misconduct, bullying, harassment and/or hate crime on or off campus.
2. Work collaboratively with colleagues across Schools and campus and key external stakeholders to coordinate the development of policies, processes and supports that effectively responds to Safety and Respect issues namely, sexual misconduct, bullying, harassment, domestic abuse and hate crime, in line with a whole university approach.
3. Provide direct advice, guidance and support to staff working with students who have experienced Safety and Respect issues.
4. Support with recruitment, training and support of a team of Safety and Respect Advocates in key roles across the University.
5. Draft Impact Reports that track, monitor and report on data, casework trends and gaps in support to inform and influence the review and development of policies, process and supports in place to respond to Safety and Respect issues.
6. Assess students presenting for Safety and Respect support, providing direct advice, guidance and support, identifying options for onward referral to specialist/additional services where appropriate.
7. Work collaboratively internally and externally to the University to develop and deliver initiatives that raise awareness and educate the campus community on Safety and Respect issues including but not limited to Green Dot Bystander Training, CONSENT, LGBTQIA+, Cultural Diversity, etc.

8. Deliver training and development opportunities for staff and students including Green Dot Bystander training and managing disclosures.
9. Manage and mitigate any presenting risks associated in line with the Student Wellbeing Risk Framework (e.g. self-harm, suicidal intent, risk to / from others, personal safety, etc). This may include working with colleagues to provide appropriate responses to students presenting in distress or crisis.
10. Carry out any other duties which are appropriate to the post as may be reasonably requested.
11. Willingness to work evenings or weekends, particularly during peak periods in the academic year. Occasional wellbeing cover as required.

**Essential Criteria:**
1. BA (Hons) + 2 years significant recent relevant experience as outlined in section 2. OR; Foundation Degree (Level 5) in a relevant discipline + 4 years recent relevant experience as outlined in section 2.
2. Significant paid experience in a role providing sensitive, person-centred and trauma-informed support to individuals experiencing complex or traumatic circumstances. This should include experience in a role:
- Supporting individuals experiencing sensitive issues such as harassment, stalking, sexual misconduct, domestic abuse, violence or other forms of abuse, including responding sensitively to disclosures, providing information on available options and facilitating access to appropriate specialist support to promote safety and wellbeing.
- Managing a complex caseload, including undertaking individual needs assessments, coordinating ongoing support and follow-up, maintaining accurate and confidential case records, and identifying, assessing and managing safeguarding concerns and risks, including appropriate escalation and multi-agency liaison where required.
- Applying a trauma-informed and person-centred approach when working with individuals who may be distressed, vulnerable or reluctant to disclose their experiences, and an understanding of appropriate confidentiality and information-sharing arrangements.
- Working collaboratively across teams and organisations, including developing and delivering awareness-raising, training or group sessions, and building effective relationships to improve outcomes and the service user experience.
3. Knowledge and understanding of:
- Safeguarding and supporting safe, respectful and consensual relationships, and of issues relating to harassment, sexual misconduct, stalking, domestic abuse, gender-based violence, and other forms of abuse and harmful conduct.
- Relevant statutory and voluntary sector support services for onward referral.
- Appropriate legislation and policy frameworks.
4. Strong interpersonal communication skills and the ability to present in a clear and engaging way.
5. Ability to develop and maintain effective team relationships, within a formal team as well as building informal teams and networks to achieve common objectives.
6. Experience of handling personal and sensitive information securely and paying attention to detail during data input and record keeping, ensuring accuracy and confidentiality.
7. Ability to use initiative to resolve complex problems, and meet challenging targets and to work under pressure and respond to crisis situations in a calm and professional manner.
8. Ability to work independently and manage time, self care and resources effectively in a busy environment with competing priorities.
9. Commitment to high standards of service to students, external stakeholders and internal customers.
10. Restricted to Female applicants.
11. Flexible approach to working hours to meet service demands including; restricted annual leave period (Mid-August to Early-November).
12. Willingness to work evenings or weekends, particularly during peak periods in the academic year.
13. This is primarily an on campus, student-facing role.
14. The successful applicant’s offer of employment will be subject to a satisfactory Access NI Check.

**Desirable Criteria:**
1. Relevant qualification in health, social care, or counselling.
2. Direct experience in managing and mediating conflict.
3. Experience providing one-to-one support to students in HE or FE environment requiring knowledge and the ability to advise on national policy issues, relevant legislation and issues relating to students in Higher Education.
4. Experience developing and delivering workshops or awareness-raising programmes on consent, safety, and respectful and healthy relationships.

**Informal enquiries can be directed to: Will Plunkett - W.Plunkett@qub.ac.uk.**