

Job Description

Position/Job Title:	Mental Health Mentor
Ref:	
Location/Building:	Any University Location
Faculty/Professional Service:	Student Services
Group/Section:	Student Support & Wellbeing
Normal Hours per Week:	18.5 (Some flexibility will be required in order to ensure that key time scales and deadlines are met).
Grade:	6
Accountable to:	Head of Student Safeguarding & Wellbeing
Special Conditions:	A satisfactory enhanced DBS Disclosure is required for this position.

Job Purpose

To provide expert advice, guidance and support to students in order to develop strategies to enable them to manage their mental health during their time at Bournemouth University and help them realise their full potential.

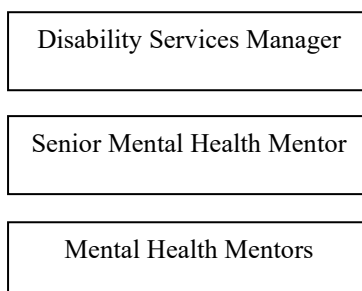
The post holder will manage a caseload of students with a range of mental health conditions that impact on psychological wellbeing and academic achievement and as such will hold a relevant professional qualification and experience relating to mental health.

Main Responsibilities

1. To work with individual students in the development of personalised strategies to support independent learning and self-management.
2. Hold a caseload of students to provide strengths-based, solution focused support with emotional, psychological and mental health issues, developing person-centred strategies to enable self-management and successful engagement with studies.
3. To support both the internal and external mental health mentoring service for students to ensure identified support needs are met, implemented and are positively impacting on the outcomes for the student
4. To make recommendations in consultation with ALS regarding reasonable adjustments for students with mental health conditions and liaise with academic staff about support requirements and arrangements.
5. To participate, as part of a multi skilled team, in providing professional confidential support, to students with mental health issues.
6. To contribute to and develop appropriate assisted self-help techniques for students who may be experiencing mental distress as part of their transition to university.
7. To maintain effective internal and external relationships and networks with all stakeholders for student referrals and signposting.
8. To maintain confidential case notes, including an electronic record of all contact with students.
9. To contribute to the development of resources for staff and students in line with the BU student wellbeing strategy and graduated response framework.
10. To keep up to date with best practice in relation to students with mental health conditions in Higher Education.

11. To participate in projects and events relating to raising awareness across the BU community regarding mental health and wellbeing.
12. To work closely with Student Services colleagues to deliver a high quality student focussed service, in line with the aims of the universities strategic plan as detailed in BU2035.

Organisation Chart



Contacts Internal and external, including level

Internal: All BU staff and Students

External: All users of the University, parents, employers, External Assessor and support providers and placement providers, Student Finance England, Regional HE networks

Challenges What are the most difficult, complex or challenging parts of the job

Tact, diplomacy and sensitivity are key elements of this role as is the ability to remain calm under pressure and in challenging situations. This may include assessing and supporting students who have self-defined traumatic lived experience impacting on their mental health and wellbeing and are presenting as distressed or in crisis. Understanding the limits of own expertise and identifying when a referral is required are important barriers to note. As is being solution focussed in meeting the needs of complex students and thinking creatively about how their needs can be met so that they can successfully complete their chosen programme.

A high level of customer focus is required striking the right balance between providing support, whilst ensuring at the same time that students – and staff - are aware of their responsibilities.

Information Governance Responsibilities

Data User

Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is bared from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility. BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement. Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global

learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.



Person Specification

Position / Job Title: Mental Health Adviser (DBS Required)		Position No: SSS215/0005057841
Faculty / Service: Student Services		Date: December 2021
SELECTION CRITERIA		Essential / Desirable
Knowledge (including experience & qualifications)		
Educated to a Degree level or equivalent		E
Relevant professional qualification relating to mental health		E
Current membership of any DSA-QAG NMH accepted professional bodies*		E
Experience in the field of mental health crisis and support		E
Experience of identifying, responding to and referring those with mental illness or in need of assessment		E
Experience of working with people from diverse backgrounds and with special needs.		E
Experience of working both independently and as part of a team		E
A strong understanding and knowledge of relevant therapies and the relevant regulatory framework to support students with mental health issues		E
Experience and understanding of risk management		E
Experience of coordinating service provision and able to prioritise need		E
Experience of managing provision from an outside source		E
Strong understanding of both children and adult Safeguarding		D
Experience and understanding of a strength based and systems approach to supporting need		E
Experience and understanding of the lifecycle of the student learning journey and impact of wellbeing on academic achievement		E
Skills		
Excellent communication and interpersonal skills		E
Capacity to deal with complex and sensitive issues		E
Ability to build relationships based on a shared understanding of need		E
Able to exercise judgement in the appropriate management of a caseload		E
Able to prioritise, organise and deliver a complex and changing workload		E
Excellent verbal, written and presentation skills		E
Ability to keep accurate records and to use IT effectively		E
Well-developed problem solving skills		E
Attributes		
Ability to work across different teams and disciplines who may have competing needs and demands		E
Customer focussed		E
Ability to work flexibly in response to mental health crisis or when under pressure		E
Reflective approach to own professional development		E

*Current DSA-QAG guidance requires all Specialist Mentor (mental health conditions) to hold one of the following memberships

Association of Child Psychotherapists

BABCP accreditation

BACP individual or MBACP

British Psychoanalytic Council – under a member institution

British Psychological Society Chartered Member (CPsychol)/IAPT register/ Graduate Member (MBPsS) AND also PG qualification in Psychology or Mental Health

COSCA accredited member

FDAP (NCAC)

General Medical Council (GMC) – Psychiatry

Health and Care Professions Council (HCPC) (Arts Therapist/ Occupational Therapist/ Practitioner Psychologist/ Social worker in England)

IACP accredited member

National Counselling Society (Senior Accredited Member or above)

Nursing and Midwifery Council (NMC) – Mental Health Nurse/ community Mental Health nurse / Psychiatric Nurse

Social worker body for Scotland SSSC/ Wales CCWales/ NI (NISCC)

UKCP full clinical individual member

UMHAN member

Taken from DSA-NMH Mandatory Qualifications or Professional Body Membership Criteria V2.8 December 2016