

**Project Manager: Postgraduate Research
Student Mental Health And Wellbeing (Pgr
Connect)
Part-Time 0.5fte**

Counselling Services

Directorate Of Student And Academic Services



Job Description and Person Specification

Job Title:	Project Manager - Postgraduate Research Student Mental Health and Wellbeing Project (PGR Connect) Part-time 0.5fte
Grade:	7
Vacancy Reference:	HR0060169-2
Faculty / Directorate:	Directorate of Student and Academic Services
Service / Department:	Counselling Services
Location:	PGR Lounge
Reports to:	Head of Counselling, Disability and Mental Health Services
Responsible for:	n/a

Main Purpose

- The University of Bradford has successfully obtained HEFCE Catalyst funding to run the 'PGR Connect' project, aimed at creating a peer-support approach to improving the mental health, well-being and resilience of Postgraduate Research students, and contributing to the development of a vibrant PGR community (please see attached project brief). The Project Manager will manage the project overall and support the development and operation of the scheme.

Main Duties and Responsibilities

1. Welcome and prepare all new PGRs for the scheme. Arrange PG connect groups and pre-arrival meet-ups through social media/portal where possible. Create a dynamic website with information about the scheme and opportunities for networking, self-care etc.
2. With administrative support arrange the PGR connect residentials.
3. Be the primary facilitator on the residentials in year 1. This will also involve setting up any pre-course work/contacts and delivering some of the psycho-educational workshop content.
4. Set up and mentor the PGR-connect groups; facilitate their successful development and use innovative ways in which the groups can connect with each other and sustain this. Establish succession plans so that these can be self-running after the first year.
5. Develop systems for good practice to be shared and engaged with across the whole PGR community

6. Develop a parallel scheme for distance learners, those students not based in Bradford and those students who prefer not to attend a two day residential event at Heaton Mount.
7. Use EMMWBS to evaluate the scheme and also as a tool for self-evaluation
8. Develop workshop programme to be delivered throughout the year
9. Guidance on early recognition of signs of an emerging mental health condition and develop pathways for early intervention.
- 10.1 Work closely with colleagues across the University (eg PG Lead, PAL co-ordinator, Counselling Service, MH Advisers, SU, International Student Adviser) to deliver the project
11. Evaluate pilot project in August 2018, amend appropriately. Continue to evaluate, providing relevant reports, in particular at the end of year 1.
12. Any other tasks relevant to the success of the project which might emerge throughout.

This document outlines the duties required at the current time to indicate the level of responsibility. It is not a comprehensive or exhaustive list and may vary to include other reasonable requests as directed by University management which do not change the general character of the job or the level of responsibility entailed.

University of Bradford

Values

It is the responsibility of every employee to uphold the University values of:

- encouraging participation and openness;
- encouraging creativity and innovation;
- supporting academic freedom and respecting the right to express diverse points of view;
- providing equal opportunities for all staff and students to achieve their full potential;
- applying the best ethical standards in everything we do.

Information Governance

Employees have a responsibility for all records (including student, health, financial, personal and administrative) that are gathered or used as part of work undertaken with the University. The records may be paper, electronic, microfiche, audio or videotapes, or x-ray images. An employee must consult their manager if they have any doubt as to the correct management of the records with which they work.

Employees are required to uphold the confidentiality of these records held by the University, whether student records or corporate information.

Employees are responsible for the quality of data entered by themselves, or on their behalf, on the university's computerised systems or manual records (paper records) and must ensure that such data is entered accurately to appropriate data standards, in a timely manner to ensure high standards of data quality in accordance with University policies, the requirements of the Data Protection Act 1998 and any other relevant legislation.

To support these requirements all employees must maintain confidentiality and abide by the Data Protection Act 1998 at all times.

Additionally employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

All employees will be given the necessary training to enable them to adhere to these requirements.

Working with Vulnerable Groups

All employees of the University who have contact with children, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities

and adhere to the University's policy and policies and the Safeguarding Vulnerable Groups Act 2006.

Where appropriate employees will be given the necessary training to enable them to adhere to these requirements.

Health, Safety and Wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. It is also the responsibility of all employees, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

All employees have a duty to report any practice that you consider compromises standards of health and safety and risk. The Code of Practice on Public Interest Disclosure (Whistleblowing) details the process and advises on the protection from unfair treatment for an individual who raises such concerns.

Employees are required to co-operate with management to enable the University to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the university's undertakings.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students. As part of this you will need to ensure you are familiar with any relevant Health and Safety policies and procedures; seeking advice from the Central University Health and Safety team as appropriate.

University Policies

The University operates a range of policies (available on the University intranet and Service Now). All employees must observe and adhere to the provisions outlined in these policies.

Equality and Diversity

It is the responsibility of every employee to act in ways that support equality, diversity and inclusivity and to work within the spirit and detail of the law, including the Equality Act 2010 and the Human Rights Act 1998.

The University provides a range of services and employment opportunities for a diverse population. Employees will treat all students and colleagues with dignity and respect irrespective of their background.

Employees are responsible for ensuring the University develops a culture that promotes equality and values diversity. This responsibility includes services and functions the University provides and commissions, to students, colleagues, partners in other organisations, visitors and members of the public.

Training

Employees must attend any training that is identified as mandatory to their role.

Post Specification

PGR Mental Health and Wellbeing Project (PGR Connect)

Directorate of Student and Academic Services

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Undergraduate degree• Diploma or other professional qualification in counselling or mental health support	<ul style="list-style-type: none">• Project management qualification• Training qualification
Experience, Skills and Knowledge	<ul style="list-style-type: none">• Knowledge, awareness and experienced of supporting people with mental health issues• Experience of supporting wellbeing through a range of preventative approaches• Experience of creating and delivering training programmes• Excellent organisation skills and the ability to manage own workload to meet deadlines• Excellent IT skills, including Microsoft Office applications• Excellent interpersonal skills and the ability to communicate effectively with a wide range of audiences using a broad range of mechanisms and systems	<ul style="list-style-type: none">• Experience of working in Higher Education• Experience of working with postgraduate research students• Experience of project management

	Essential	Desirable
	<ul style="list-style-type: none"> • Ability to work effectively in a team 	
Job Specific Requirements (please delete this section if not applicable)	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Personal Attributes	<ul style="list-style-type: none"> • Self-motivating • Empathy and understanding 	<ul style="list-style-type: none"> •