

Bowland College Deputy Senior Advisor Job Description

The Bowland College Welfare Team comprises of the Senior Advisor, Deputy Senior Advisor plus a number of Part 1 Advisors who are Bowland Senior Members who volunteer to be a point of contact for student support throughout the academic year.

The team are responsible for the general welfare of Bowland students and work closely with the College Manager and College Wellbeing Officer (CWO). Pastoral support is provided through various methods including via appointments, email and telephone.

The post holder will be expected to engage in Welcome events and contribute to general Welfare initiatives that the college seeks to implement during the academic year, some of which are in conjunction with the University's Counselling and Mental Health Service.

The Senior Advisor holds the co-ordinating and line-management responsibility for the Deputy Senior Advisor.

The Deputy Senior Advisor is expected to:

- Have an up to date knowledge of University support services, ensuring that students have access to advice and guidance relating to all aspects of their Lancaster experience
- Liaise with Student Based Services, Departments and the CWO, referring issues on where appropriate
- Respond in a timely fashion to communications from the Senior Advisor, College Manager and CWO
- Develop and engage in termly welfare initiatives
- Assist with Bowland College Arrivals Day activities
- Maintain an accurate record of student contacts
- Provide data as required for the monitoring of Welfare Team activities
- Support the Senior Advisor with the recruitment and engagement of Part 1 College Advisors
- Be an active member of the College SCR

The Deputy Senior Advisor can expect:

- Good communication with the Senior Advisor and College Office
- A balanced spread of case types and work load
- The opportunity to extend their skills through appropriate training sessions offered by the University (e.g. First Aid Mental Health, Drug Awareness, Look after your Mate)
- Access to LUSI
- Support and guidance from the Senior Advisor