**Job Description – Schools Wellbeing Advisor**

**Reporting to:** Schools Wellbeing Service Lead

**Contract duration:** Fixed term contract for 12-months

**Hours of work:** 37.5 per week excluding lunch (part-time, job-share and flexible working will be considered)

**Salary:** £38,000 pa  
**Location:** Wales, home based

**Introduction to Education Support**

Education Support is the only UK charity dedicated to improving the health and wellbeing of the entire education workforce. We provide programmes and services designed to improve the mental health and wellbeing of all education staff, support institutions to create mentally healthy workplaces and advocate for improvement in policy and practice. We currently deliver a range of programmes and services including:

* Support to school leaders: peer-to-peer support, 1:1 supervision and a wellbeing advisory service
* Our free and confidential, 24/7 helpline
* A grants programmes for those working, or retired, from the education sector who may be struggling financially
* Our confidential, 24/7 Employee Assistance Programme
* Workshops on wellbeing and resilience

We have ambitious plans to develop new programmes and services, increasing our reach and building our impact. The Schools Wellbeing Advisor will play a key role in helping achieve this ambition.

**Purpose of role**

With funding from Welsh Government, we are about to embark on our second year of delivering a programme of support to education staff in Wales. The Schools Wellbeing Advisor role will be integral to the programmes’ success.

The purpose of the role is to take the lead on providing practical information, advice and guidance to schools across Wales equipping those responsible for staff wellbeing to take action. The advisor will work 1:1 with school leaders, and those responsible for staff wellbeing, as well as deliver staff and regional workshops. The advisor will also support the Schools Wellbeing Service Lead to deliver on wider programme activity, to increase awareness of Education Support and ensure programme outcomes are met.

**Key Relationships**

* Education staff across schools in Wales
* Education Support staff team
* Welsh Government
* Wales Stakeholder Group

**Duties and Responsibilities**

* To provide practical information, advice and guidance to 125 schools across Wales, alongside the Schools Wellbeing Service Lead, to improve staff wellbeing in those schools.
* Build relationships with new schools across Wales to introduce the Schools Wellbeing Service and offer support.
* Work directly with school leaders, and those responsible for staff wellbeing, to understand their needs and tailor support to respond to those needs.
* Support the development of new information, resources and tools to improve the support being offered by the Schools Wellbeing Service.
* Develop, and deliver, workshops to schools including workshops for all staff and workshops specifically for leaders.
* Establish methods of sharing good practice between schools and encourage collaboration where needed.
* Facilitation of quarterly online networking events for school wellbeing leads.
* Work with Education Support’s communications team to support ongoing comms and promotion of the support to schools in Wales.
* Support the development, and delivery, of wider activities in Wales to increase awareness of Education Support and to meet programme outcomes and targets.
* Provide regular information on progress, supporting Education Support to report progress to Welsh Government.

**Person specification**

**Experience, skills and knowledge**

Experience:

* Minimum of 1-years’ experience working directly with organisations to improve staff mental health and wellbeing.
* Experience of delivering workshops or presentations to groups.
* Experience of developing guidance or writing reports.
* Experience in managing stakeholder relationships and different perspectives.
* Experience of developing new content for specific audiences.
* Experience of co-production and working with beneficiaries to improve services.

Skills:

* Strong interpersonal skills, with the ability to build lasting relationships quickly.
* Excellent verbal and written communication skills.
* Excellent presentation skills, with the ability to adapt presentations to meet the needs of different audiences.
* Ability to work effectively on own initiative.
* Project management skills.

Knowledge:

* Knowledge of workplace mental health, including the types of interventions, tools and resources organisations can use to improve staff mental health and wellbeing.
* Understanding of the current issues impacting on the mental health and wellbeing of education staff in Wales.
* Understanding of the education system in Wales.

**Desirable**

* Welsh language skills (oral and written).
* Experience of working directly with schools or other education settings.