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**INTERNAL EXPRESSION OF INTEREST**

**Safe & Healthy Relationship Advocates**

**Directorate of Academic and Student Affairs**

Queen’s University is committed to providing a safe environment conducive to the academic, social and personal development of all members of the University. As part of the Changing the Culture Action Plan, the Student Wellbeing Service is seeking to recruit a team of Safe and Healthy Relationship Advocates to support the work of the SHR Wellbeing Adviser.

The SHR Advocates will be a small representative group, consisting staff from across the University. This is a voluntary role, with the primary focus to support both reporting and responding students on a 1-1 basis who have been affected by either bullying, harassment, sexual misconduct or hate crime. This will include meeting with students and listening to their issues, providing short term support and signposting the student to the most appropriate specialist service. On average, students will have two to three meetings, however, the level of support is dependent on the individual circumstances of each case.

As part of the ongoing process, the SHR Advocates, will receive ongoing specialist training from the Police, Nexus, Victim Support and the Rowan (Sexual Assault Referral Centre) on the impact of series misconduct, the external supports available and how to support students effectively.

[Report + Support](https://reportandsupport.qub.ac.uk/%20) is the central referral point for all disclosures of serious misconduct and cases will then be allocated to the Advocate by the SHR Wellbeing Adviser (Appendix 1). It is envisaged that the SHR Advocates will have no more than 1 case at any time and will be invited to commit to a maximum of 1 case every 2 months. The SHR Advocates will receive ongoing support from the SHR Wellbeing Adviser and will contribute to regular peer debriefing sessions.

**Main duties associated with this role are:**

* To listen non-judgmentally and empathically to students who have been affected by misconduct.
* To support students on a 1-1 basis, to make informed choices about their options.
* To explain the informal and formal procedures under the various policies and regulations of the University.
* To signpost to appropriate sources of support both internally and externally.
* To assess risk regarding student and consult with SHR Wellbeing Adviser
* To record brief notes of sessions and actions taken.
* To be available to undertake ongoing training pertinent to the role.
* To have an understanding of confidentiality and the limitations associated with this.
* To update the Safe & Healthy Relationship Wellbeing Advisor on current cases.
* To liaise with the Safe & Healthy Relationship Wellbeing Advisor for support and guidance in relation to cases.
* To act as a champion for safe and healthy relationship across the University.
* To contribute to the overall monitoring and evaluation of the service.

 **Criteria:**

* A member of Staff or Sabbatical Officer at QUB.
* Willingness to commit to the role for at least 1 year.
* Experience of supporting students on an individual basis in a student facing role.
* Knowledge of relevant University Policies and Procedures i.e. Student Sexual Misconduct Policy. Serious Misconduct Protocol, Conduct Regulations etc.
* Knowledge of support available for students who have been affected by serious misconduct both internal and external to the University.
* Knowledge and experience of safeguarding and managing risk.
* Ability to engage students on an individual basis.
* Support from line manager to grant maximum 4 hours per month from substantive work role.

**Desirable Criteria**

* Prior experience of working with victims/survivors of abuse
* Knowledge of the impact of abuse on victims/survivors
* Knowledge of a trauma informed approach.
* Knowledge of legal obligations and the criminal justice process.

**Please note, it is a requirement of this role that applicants are available to commit to at least one year. Anyone submitting an Expression of Interest should seek prior approval from their line manager to undertake this role.**

For more information please contact Will Plunkett, W.Plunkett@qub.ac.uk Disability & Wellbeing Manager

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Ref No:

Student Wellbeing Service

Student Guidance Centre

Queen’s University Belfast

 91a University Road 91a University Road

BELFAST BT7 1NN

Northern Ireland

Tel: 028 9097 3945

A completed Expression of Interest form accompanied by a supporting statement to be submitted as detailed by no later than Friday 27th May 2022 to John Finnigan j.finnigan@qub.ac.uk

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| --- | --- |
| Name: |  |
| Staff Number: |  |
| Work Address: |  |
| Work Telephone Number: |  |
| QUB E-mail address: |  |
| School/Department: |  |

**Criteria:**

* A member of Staff or Sabbatical Officer at QUB.
* Willingness to commit to the role for at least 1 year.
* Experience of supporting students on an individual basis.
* Knowledge of relevant University Policies and Procedures i.e. Student Sexual Misconduct Policy.
* Knowledge of support available for students who have been affected by sexual misconduct both internal and external to the University.
* Knowledge and experience of safeguarding and managing risk.
* Ability to engage students on an individual basis.

**Desirable Criteria**

* Knowledge of the impact of sexual misconduct on students
* Knowledge of legal obligations and the criminal justice process.

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| **Please demonstrate, using the space provided, a statement of how your knowledge, skills and experience meet the requirements for the role of Safe & Healthy Relationship Advocate.**  |
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I confirm I have read and agree to the requirements of the Safe & Healthy Relationships Advocate role, I have sought approval from my line manager and I wish to submit the Expression of Interest for this role.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Line Manager Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Definition of Roles Appendix 1

The following definitions apply to complaints of sexual misconduct-

People Involved:

**Reporting Student**: The person who is alleging, in good faith and in compliance with University policies, the occurrence of a breach of the Student Conduct Regulations and/or the law.

**Responding Student**: The person whose actions are alleged to have breached the Student Conduct Regulations and/or the law.

**Report + Support.** This is the central referral point for students to complete a request for support. Referrals can also be made anonymously..

**Safe & Healthy Relationship Advocates:** These are specially trained staff volunteers, who can meet students following a disclosure of sexual misconduct and can provide signposting to specialist services and ongoing support.

**Safe & Healthy Relationships Wellbeing Advisor:** This is a dedicated position within the Student Wellbeing Team responsible for coordinating the Universities response to safe and healthy relationships issues. The SHR Wellbeing Advisor is available to provide advice and guidance to both students and staff. The SHR Wellbeing Advisor will act a case manager for referrals to the SHR Advocates.