

Department Wellbeing Reps

Summary of role

Department Wellbeing Representatives are elected members who are responsible for liaising with College staff regarding issues raised by Year Wellbeing Reps. They are expected to support campaigns, Liberation & Community Officers and raise awareness on campus about wellbeing issues affecting students. **The wellbeing reps should never act as counsellors, caregivers, advisers or a peer support network.** However, they are expected to be able to signpost students to those with adequate training to do so.

Relationships with: CU Welfare Officers, Year Wellbeing Reps, Liberation & Community Officers, Academic Reps, Education & Welfare team, Advice Centre, Director of Student Services, Student Support Services, Departmental Staff, Faculty Senior Tutor

Responsible for: Year Wellbeing Reps

Responsible to: Deputy President (Welfare), CU Welfare Officers

Key responsibilities and duties

- Ensure they are known to the Year Wellbeing Reps and students in their cohort, ensuring students' views are represented within meetings and that they are kept up to date with any changes and developments
- Meet with Year Wellbeing Reps to collate feedback from students in the department, submitting items for discussion at Staff-Student Committees and the Community & Welfare Board
- Help to inform CU Welfare Officers, Deputy President (Welfare) and Liberation & Community Officers of issues identified
- Refer urgent issues directly to a relevant member of College or Union staff, immediately if you are concerned about a student's safety
- Ensure student confidentiality is maintained at all times unless agreed otherwise or you believe the student to be a danger to themselves or others
- Make it clear to students that you cannot provide counselling, support or advice, however you can signpost to relevant services
- Be in regular communication with the Wellbeing and Campaigns Coordinator

Skills and knowledge required

- Thorough knowledge of the Wellbeing Representation structure and awareness of the Academic Representation structure
- Good understanding of College structures and knowledge of available support services both internally and externally
- Attend relevant training courses as required in order to fulfil the role
- Have an understanding of the Union and Constituent Union structures
- Know who to contact in emergencies and if you have concerns regarding a student's safety
- Be aware of and adhere to personal limitations and limitations of the role, seeking personal support from Union staff as soon as pressures arise from the role

Training and support

- Wellbeing Rep Induction (compulsory)
- Introductory mingle with Union Reps
- Ongoing support from the Wellbeing and Campaigns Coordinator
- Imperial Plus workshops
- Look After Your Mate training
- Newsletter updates from the Education & Representation Team

Time commitment and availability

- Department Wellbeing Reps should expect to attend at least two formal meetings a term with College staff. These are usually held at the campus where the bulk of the course is delivered so shouldn't require extra travel. Meetings typically last two hours
- Representatives would be expected to catch-up with Year Wellbeing Reps in advance of formal meetings to establish which points for discussion have been raised by students. This can be informal and last about an hour
- Representatives should be available by email and expect to be approached to meet for a short time with students when requested. Email correspondence should be answered within a reasonable time frame
- Work relating to the position should take on average no more than a few hours a week. The work volume will vary during the course of the academic year and term by term. Meetings and work commitments during examinations will be avoided where possible

It is recognised that students are first and foremost at Imperial to study or research and that this must be prioritised. Students who feel their studies are being compromised, are struggling or feel they are spending too much time filling the role should speak to the Wellbeing and Campaigns Coordinator (laura.regan@imperial.ac.uk)