**Wellbeing Officer Role Description 2020/21**

Every group affiliated to the Guild of societies or the Athletic Union must have a Wellbeing Officer; below is a detailed description of their responsibilities.

**Job description**

Wellbeing Officers are a point of contact for all members of the club/society to discuss issues that members are concerns about.

This may include;

* Mental Health Orientated issues
* Bullying & Harassment
* Loneliness
* Academic Pressures
* Sexuality
* Other personal issues

NOTE: Wellbeing Officers are not expected to give advice on such issues. Their duty is to appropriately signpost and link students to services where they can seek further/expert help and support.

This individual will sit outside of the committee and only be accountable to members of the club or society

They must complete compulsory ‘shout outs’, both in person where possible and online to explain who they are, what their role is and how members of the club/society can benefit from the role. These need to take place across the year and across platforms.

They must proactively engage with members and signpost to helpful/relevant information/services

They must be knowledgeable about services available to Cardiff University students and be able to signpost and link students to appropriate services. These services are to include:

* Cardiff University Students Union - Student Advice
* Cardiff University - Student Support and Wellbeing
* Cardiff University Students Union - Activities Team

They will be supported and guided through the following formats;

* Regular optional drop in sessions
* A shared confidential email for queries and support at [wellbeingofficers@cardiff.ac.uk](mailto:wellbeingofficers@cardiff.ac.uk)
* Contact and support from the advice department, activities team & relevant Sabbatical officers