Mind Your Mood Coordinators

**Application Pack**

|  |  |
| --- | --- |
| **Post:** | Mind Your Mood Champion |
| **Location:** | Students’ Union (SU Mental Health & Wellbeing) |
| **Responsible To:** | SU Student Mental Health and Wellbeing Manager |
| **Number of Posts Available:** | 2 |
| **Start Date:** | 7 September 2025 |
| **End Date:** | 1 May 2026 |
| **Commitment:** | 8 hours per week |
| **Pay Range:** | £12.60 per hour |

|  |
| --- |
| **Job Description** |
| This is an exciting opportunity within the Students’ Union to work specifically in the area of Student Mental Health and Wellbeing – become a Mind Your Mood Champion!  Mind Your Mood is a student-focused mental health campaign. It is delivered by students, to help raise awareness of mental health issues that affect students at Queen's, and in wider society. It seeks to remove the stigma attached to discussing mental health, encourage students to practice self-care, build resilience, and connect with internal and external support services.  The role will involve supporting the SU Mental Health and Wellbeing team with core activities and co-developing opportunities, with staff and another student champion, for individual project(s)/event(s) with a budget to support this. The main duties and responsibilities are listed below:   * Become familiar with the aims, objectives, and operations of the Students’ Union and its initiatives. * Generate ideas and develop activity suitable for students, some which could be drawn from themes of the Public Health Agency’s “Take 5 steps to wellbeing” framework. This includes the steps of ‘Connect’, ‘Keep Learning’, ‘Be Active’, ‘Take Notice’ and ‘Give’. * Run pop up mental health awareness events at key times of the year for students. * Explore innovative and creative ways to engage students. * Use the [OMNI (2022) findings and Action Plan](https://qubsu.org/YourUnion/OMNI/) and Annual SU survey results to inform work. * Evaluate work regularly to ensure it is meeting student need. * Work within remits of a budget, documenting all spending. * Support the SU Mental Health and Wellbeing department with ongoing events and activities. * Complete administrative tasks as and when required which includes but is not limited to: database maintenance (excel), monitoring emails, room booking, and ordering resources. * Assist with the preparation of papers / reports for relevant meetings as required. * Comply with Students’ Union Operational Procedures and Queen’s University Policies. * Carry out any other duties, which are appropriate to the post, as may be reasonably requested. |

Person Specification

|  |  |  |
| --- | --- | --- |
| **Experience** | **Essential** | **Desirable** |
| Experience in the use of Microsoft Office | x |  |
| 6+ months experience in event organisation and/or promotion |  | x |
| 12+ months experience in a customer-facing work environment |  | x |
| Skills |  |  |
| Ability to work as part of a team | x |  |
| Good oral and written communication skills | x |  |
| Ability to lead on tasks from start to finish | x |  |
| Follow processes and procedures | x |  |
| **Values & Attitudes** |  |  |
| Committed to delivering high quality work | x |  |
| Flexible working attitude - willing to adapt to new tasks and ways of working | x |  |
| Prepared to commit to the values of the Students’ Union | x |  |
| Highly motivated, energetic and enthusiastic | x |  |
| **Other** |  |  |
| **Applicants must be a registered student at Queen’s University Belfast for academic year 2025 – 2026 and for the full period that the post is available. Proof of this will be required before starting the role.** | x |  |
| **All students for whom English is not their first language must have achieved a minimum pass mark of 7.0 with a minimum of 5.5 in all four elements of IELTS (International English Language Test Score) or equivalent (evidence to be supplied along with your completed application and equal opportunities forms).** | x |  |
| **Applicants must work set patterns, which can be adjusted each term, with flexibility afforded when required. These roles are in-person only.** | x |  |

**Mind Your Mood Champion**

**Application Form**

**Personal Details**

|  |  |
| --- | --- |
| **Surname** |  |
| **Forename(s)** |  |
| **QUB Student Number** |  |
| **Mobile Phone Number** |  |
| **QUB E-mail address** |  |

**Student Details**

|  |  |
| --- | --- |
| **Course Name** |  |
| **Year of Commencement** |  |
| **Expected Date of Graduation** |  |

**Required Checks**

|  |  |
| --- | --- |
| **Do you have the right to work in the UK?** | Yes ☐No |
| **Will you be a registered Queen’s student for the duration of this post (15/09/25 – 29/05/26)?** | Yes ☐No |
| **All students for whom English is not their first language must have achieved a minimum pass mark of 7.0 with a minimum of 5.5 in all four elements of IELTS (International English Language Test Score) or equivalent.**  **\*\*You must supply evidence along with your completed application and equal opportunities forms.\*\*** | ☐Yes ☐No N/A |
| **Do you have any particular requirements to enable you to attend for interview?** | ☐Yes No    *If YES, please provide details of what will be required:* |

**Referee Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please give the name and contact details of two people (not relatives), who may be contacted for references in support of your application. One of these persons should be your most recent/present employer or course tutor/teacher. The other person can be a personal referee.** | | | |
| **Name** |  | **Name** |  |
| **Relationship** |  | **Relationship** |  |
| **Phone Number** |  | **Phone Number** |  |
| **Email Address** |  | **Email Address** |  |

**Other Information**

Please refer to the Person Specification for this position, and please outline below how you meet the experience and skills required for this role.

|  |
| --- |
|  |

**Experience**

Please provide details of previous posts held and indicate any experience you have gained outside of paid employment, for example, volunteering or caring responsibilities. Start with your present or most recent position and work back.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name and Address**  **of Employer** | **Nature of Business** | **Post Held** | **Brief description / summary of**  **main duties & responsibilities** | **Employment Commenced**  **MM/YY** | **Employment Finished**  **MM/YY** | **Reason for Leaving**  **(If applicable)** |
|  |  |  |  |  |  |  |

**Declaration**

I certify that, to the best of my knowledge, the information which I have given is true and complete. I accept that, if I have supplied any false statements or have withheld any relevant information, any offer of employment can be withdrawn, or an accepted appointment can be cancelled. In addition to the referees quoted, I understand that the University reserves the right to make such further enquiries on my candidature as it deems appropriate including any unspent civil or criminal convictions.

I have read the [Privacy Notice](https://qubsu.org/media/Media,825716,en.pdf) and I consent that my personal details can be stored/used for the purpose of this recruitment exercise.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |

**Checklist**

Completed application form

Completed equal opportunities form

If applicable,evidence of minimum pass mark of 7.0 with a minimum of 5.5 in all four elements of IELTS (International English Language Test Score) or equivalent.

Your completed application form, equal opportunities form and IELTS / equivalent evidence (if relevant) must be emailed to [j.maguire@qub.ac.uk](mailto:j.maguire@qub.ac.uk) by the closing date of **5pm, Tuesday May 27, 2025.**

**Interviews are likely to take place on June 9 or June 11, 2025.**

**Please Note:**The Students’ Union, in line with the University’s Equality, Diversity and Inclusion Policy, is an equal opportunity employer.

The successful candidate will be required to register with QWORK which will involve the completion of Right to Work (RTW) checks and Visa restrictions identified. QWORK will control the number of hours commissioned to any individuals who may have restricted working hours, particularly Student Visa students, as well as managing timesheet collection, approval, and payment.