

## 6216 - Mental Health Adviser – Additional Information - July 2020

### Additional Information for applicants -

#### 1. Extended opening hours

The Counselling and Health Advice Service operates Mondays to Saturdays for 40 weeks a year to facilitate increased access to support since 2017.

There are plans for extending the service to offer evening sessions on 2-3 evenings a week when guidance on safety/social distancing permits, whereby team members can be requested to vary their time on one day a week to deliver this.

The working days and hours are **5 days/35 hours a week**. Team members working on Saturdays have Mondays off.

#### 2. 2020/21

The 40 weeks CHAC will be operating on Saturdays for the 2020/21 academic year will be as follows:

**Term 1: 26<sup>th</sup> September to 19<sup>th</sup> December inclusive – 13 weeks.** The term dates are 19<sup>th</sup> October to 18<sup>th</sup> December for HE, same starting date for FE.

**Term 2: 16<sup>th</sup> January to 27<sup>th</sup> March inclusive – 11 weeks.** The term dates are 11<sup>th</sup> January to 26<sup>th</sup> March for HE, 27<sup>th</sup> March for FE. Easter weekend is 2<sup>nd</sup> - 5<sup>th</sup> April.

**Term 3: 17<sup>th</sup> April to 31<sup>th</sup> July inclusive – 16 weeks.** The term dates are 12<sup>th</sup> April to 18<sup>th</sup> June for HE.

Please note that due to CoVID 19, the start of term for 2020/21 is 4 weeks later than normal.

#### 3. What happens when the service is not open on Saturdays

Team members can take annual leave on the Saturdays not scheduled as part of the 40 weeks or make time by working on Mondays. These are 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, 29<sup>th</sup> August, 5<sup>th</sup>, 12<sup>th</sup>, 19 September, 9<sup>th</sup> January; 3<sup>rd</sup>, 10<sup>th</sup> April. The 26<sup>th</sup> December is a public holiday and the University is likely to be closed on 2<sup>nd</sup> January.

#### 4. Selection and interview

Applicants shortlisted for interview will be asked to take part in a telephone task following their interview.