

Student Advice and Wellbeing (SAaW) Student Liaison: Terms of Reference

Role title: Student Advice and Wellbeing (SAaW) Student Liaison

What is Student Advice and Wellbeing (SAaW)?

SAaW offers an integrated service which includes advice on welfare, finance, visa, immigration, and accommodation. Our disability team provides a range of support for students presenting with various disabilities (physical, mental health and learning disabilities) to support them throughout their academic career. We also have a diverse chaplaincy to provide spiritual / religious support. SAaW also provides a brief evidenced based therapy and supportive counselling service, as well as a longer term mentoring to students with more complex needs, or who may require psychotherapeutic support throughout their academic careers at SOAS.

Scope and Purpose of the Role.

As your Department's SAaW Student Liaison you will: listen to the issues that are being raised by the Student Reps regarding mental health support for the students you are representing and work with SAaW to put in place appropriate actions to address this feedback.

SAaW works in a very collaborative way and we would like to be guided by the students and what their needs are. From here we will evolve specific plans and areas of work to take forward for the year.

However, this may involve supporting the following areas of work:

1. Support regarding Mental Health
2. Mentoring support
3. Specific groups, workshops or trainings that could be beneficial

Frequency and Scheduling of Meetings:

The *SAaW Student Liaison Group* meets once a term unless we decide that it will be more useful for us to meet more regularly than this and for the 2021-22 academic year has confirmed the following meeting schedule:

- 18th Nov 2021
- 11th February 2022
- 18th May 2022

A record of this meeting schedule can also be found in the *SOAS Student Rep Google Calendar*, available [here](#).

Meetings will be held online via MS Teams and will be recorded for those unable to attend. Meeting recordings will be stored on the Student Rep BLE site available [here](#). If MS Teams proves problematic for users, Google Meet may be used.

Invites, meeting links and agendas will be shared two weeks in advance of the meeting taking place and will be sent to your SOAS email address.

Composition and Membership of the *Library Service Student Liaison Group*:

The *SAAW Student Liaison Group* is chaired by and has the following membership for the 2021-22 academic year:

- 1x SAAW Student Liaison per academic department, centre and school
- Shima Bhunjun Deputy Head SAAW

Attending Meetings:

Key topics of discussion, feedback and actions that emerge from these meetings will be logged within the *SAAW Student Liaison Meeting Log*, which will be shared with all Liaisons at the start of Term 1 of the academic year.

Correspondence:

The primary and first point of contact within SAAW for Student Liaisons is Shima Bhunjun (sb175@soas.ac.uk).

We will primarily contact you via email from sb175@soas.ac.uk

If you have any questions regarding this role, please contact Shima Bhunjun (sb175@soas.ac.uk).