

**University of Leicester**

**Wellbeing Officer for Insight Project**

Pro Bono Office

Fielding Johnson Building

University of Leicester • University Road

LE1 7RH

Email: [probono@le.ac.uk](mailto:probono@le.ac.uk)

Wellbeing Inclusion and Ambassador Email: [ek304@student.le.ac.uk](mailto:ek304@student.le.ac.uk)

Application for the position of: **Wellbeing Officer**

Applications open **Friday 10th September 2021**. Please return your completed application by email with the subject  **“Wellbeing Officer Application for <project name>”** to [probonoleicester@gmail.com](mailto:probonoleicester@gmail.com) no later than **5pm on Friday 17th September 2021.**

In order for your application to be considered**, all sections/questions** on this form must be completed and you must **attach a copy of your CV** (resume). Incomplete applications will not be accepted.

All email attachments must be in Microsoft Word (.doc/.docx) or PDF format.

Successful applications will be invited to an interview in the week commencing **20th September 2021.**

If you have any questions please email Esther, [**ek304@student.le.ac.uk**](mailto:ek304@student.le.ac.uk)**.**

**Disclaimer**

By submitting this application to the University of Leicester Pro Bono Group, I declare that the information contained therein is true and to the best of my knowledge correct. I agree that the University of Leicester Pro Bono Group, in accordance with the *Data Protection Act* 1988, may hold and process personal data contained in this form for the purposes of considering this application.

**Description of Position**

• Friendly and approachable: We need people that are easy to talk to and always willing to make others feel comfortable.

• We will work as a team mostly by sharing the tasks of organizing events, posting on the Instagram each week, and weekly emails.

• You must be able to attend the regular meetings, and/or use a WhatsApp group to communicate with each other to troubleshoot Wellbeing initiatives/ideas for Pro Bono members.

• In the case that we organize Wellbeing events, for example a games night; Wellbeing Officers will be required to help organize and attend these events.

• You will help write for weekly Wellbeing Wednesdays posts on emails and Instagram (however these will have to be sent to me to check before posting- so that I can also check them with Meera).

• You will be required to be available for all/most of your projects’ events and will report back to me any issues that arose, either from event goers or from the team in general (don’t worry if you cannot attend all events- I will also be attending them when possible! When an event is confirmed, we can all discuss who can be present or not- this is just a way of ensuring that there will always be someone there for members to go to).

**Personal Details**

Surname: Forename: Title:

Date of Birth: Year of Study: Nationality:

Telephone Number:

University Email Address:

**University Education**

**Please list the subjects you are currently taking / have taken, and if you have been examined, the individual grades you have received:**

First Year:

Second Year:

Third Year:

**Previous University of Leicester Pro Bono experience (and relevant awards):**

**Please attach a copy of your CV to this application.**

**Suitability Questions**

**1. Why do you want to be a Wellbeing Officer? (Max Word limit: 200)**

**2. Please list your three greatest strengths and how these will help you be a successful Wellbeing Officer. (Max Word limit: 250)**

**3. Do you have any prior experience with creating content/writing? Please give examples. (Max Word limit: 250)**

**4. Please give an example of when you worked successfully in a team. (Max word limit: 200)**

**5. Provide an example of when you have had conflict with a peer or co-worker and how you resolved this conflict (Max 200 words)**

**6. What is your most recent employment, volunteer work or extracurricular activities? How will these experiences contribute to your role and ability to be a Wellbeing Officer? (Max Word limit: 250)**

***DATE: SIGNATURE:***