



Student Money Coach

JOB DESCRIPTION

Faculty / School or Division: **Education & Student Success**

Faculty/School or Division Address: **Senate House, Tyndall Avenue, Bristol, BS8 1TH**

Job Family:	Professional & Administrative Services		
Grade:	G	Salary range:	£32,080 - £35,608 per annum
Hours of work:	35 per week	Contract type:	Open-ended
Work pattern:	Full-time	Vacancy Reference Number: SUPP113640	

Main Job Purpose

The Student Money Coach will provide structured, one-to-one coaching that helps students develop the knowledge, skills and confidence to manage their money effectively. This is a highly student-facing role, with direct coaching forming the core of the working day. The post holder will also deliver financial education workshops, create practical money-management resources and undertake targeted outreach. Through this work, they will strengthen financial literacy across the student community, with a particular focus on students whose experience or continuation at university may be at risk because of financial difficulty.

Standard Responsibilities

- Deliver structured, one-to-one money coaching to students, helping them build the skills and confidence to manage their finances effectively.
- Design and deliver engaging financial education workshops for students.
- Develop and maintain accurate, accessible money-management resources for students, including budget planners, student money guides, webpage content, digital guidance, self-assessment tools and workshop materials.
- Undertake the end-to-end administration, including managing bookings, cancellations and rescheduling; sending email and SMS reminders; recording attendance, issuing follow-up guidance; and collecting feedback and survey data.
- Provide enhanced, targeted financial coaching and support to students at heightened financial risk, including where financial difficulty is linked to gaming or gambling harms, drug or alcohol misuse, mental ill-health or financial crime.

- Work collaboratively with internal and external stakeholders to raise awareness of the money coaching service, develop effective referral pathways and ensure students receive coordinated, seamless support from referral through to coaching and follow-up.
- Support the development of targeted financial literacy content, digital resources and behavioural interventions that promote the money coaching service and encourage positive money-management habits across the student community.
- Lead and contribute to University-wide financial literacy campaigns, including National Student Money Week, to raise awareness and encourage positive financial behaviours.

N.B. Please be aware that the nature of the university year is such that annual leave for this role will be restricted in September and October.

Relationships

Line manager: Student Money Advice Manager

Line manager to: N/A

Pre-employment Checks

Please include details of what pre-employment checks the role requires e.g. health screening and DBS

Not applicable

PERSON SPECIFICATION

Standard Skills, Knowledge & Experience Required

Criteria	Essential	Desirable	Assessed By A/I/T/O
Experience providing financial guidance, coaching, or support, in a student-facing setting.	X		A & I
Knowledge of financial wellbeing challenges affecting students, including budgeting, funding, and financial risks.	X		A & I
A relevant qualification (e.g. finance, student support, welfare, or a related field) or equivalent professional experience.	X		A & I
Experience delivering educational / awareness-raising initiatives (e.g. workshops, digital resources, outreach).	X		A, I & O
Excellent interpersonal skills, with experience handling sensitive issues tactfully and professionally.	X		A, I & T
Strong verbal and written communication skills, with the ability to explain financial concepts clearly.	X		A, I & T
Experience of working collaboratively with internal and external stakeholders to enhance financial support.	X		A & I
Strong administrative, organisational and time management skills, with the ability to manage multiple priorities effectively.	X		A & I
IT proficiency, including Microsoft Office and digital communication tools.	X		A & I
Experience of using social media or digital platforms to engage students with financial wellbeing content.		X	A & I
Understanding of best practices in student financial wellbeing within the higher education sector.		X	A & I
Ability to use data and insights to improve financial wellbeing initiatives.		X	A & I

A Application Form

I Interview

T Test or Scenario

O Other e.g. presentation, focus group

2. Organisational Chart



