Wellbeing Advocate

Role Description

Summary of the role:

As part of a University-wide network of Wellbeing Advocates, the post holder will provide guidance and a general signposting service about wellbeing issues, including mental or physical health and dignity at work concerns, to members of staff within their own Institution/Faculty/Department. They will also promote local and University-wide wellbeing initiatives. The Wellbeing Advocates will be required to successfully complete Mental Health Lite training and to attend network meetings.

Role Purpose:

The role of the Wellbeing Advocate includes:

1. providing guidance and a signposting service to employees in their own Institution about issues relating to wellbeing, including mental/physical health and dignity at work concerns
2. promoting local wellbeing initiatives
3. communicating University-wide wellbeing initiatives
4. contributing to and participating in networks to facilitate greater awareness of wellbeing across the University.

A management Wellbeing Advocate (a member of the local Management Team) would also:

5. help integrate wellbeing into institutional/faculty/departmental activities, for example by raising the profile of wellbeing in local committee meetings and ensuring wellbeing is discussed at probation and staff review & development (appraisal) meetings.
6. raise generic wellbeing issues with the Head of Institution anonymously.

Key activities

1. **Information and Guidance provision to individual members of staff**
   - Listening effectively to their concerns
   - Giving full, clear and accurate information on the University's support services, including Occupational Health, Counselling, Mediation, Dignity at Work, HR Schools/Business teams
   - Helping them to understand the courses of action open to them and how to take them forward.

2. **Training, Support and Contact Network**
   - Successfully completing the MIND Mental Health Lite training course before taking on the role of Wellbeing Advocate
   - Successfully completing the University’s Equality & Diversity on-line training module
   - Attending a Dignity at Work briefing
   - Participating in regular University-wide Well-being Advocate network meetings.
3. Development of Wellbeing initiatives

- Promoting, and where appropriate co-ordinating and participating in, local well-being initiatives
- Contributing to developing marketing materials
- Raising awareness of University-wide wellbeing initiatives

### Personal Profile

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<tr>
<th>Education and qualifications</th>
<th>No specific requirements</th>
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| Specialist knowledge and skills | - Successful completion of Mental Health Lite training  
                              - Awareness of University support services |
| Interpersonal and communications skills | Communication skills:  
                              - Good listener  
                              - Clear communicator who can engage with people at all levels  
                              - Ability to present information and ideas  
                              - Enquiring and showing interest  
                              Interpersonal skills:  
                              - Empathy for people struggling with wellbeing issues  
                              - Ability to be impartial and objective  
                              - Open-minded and non-judgemental  
                              - Ability to help others articulate wellbeing issues and projects  
                              - Ability to contribute to learning in a group environment |
| Relevant experience | Essential:  
                              - Willingness to undertake ongoing personal and professional development  
                              Desirable:  
                              - Prior experience in a listening/support role (inside or outside work)  
                              - Experience of facilitating and leading informal discussion  
                              - Experience of working with individuals from diverse cultural backgrounds |
| Key requirements | - Current University of Cambridge employee  
                              - Commitment to the principles of equality, dignity, respect and fairness at work  
                              - Ability to maintain confidentiality and respect individual’s right to privacy  
                              - Ability to work autonomously  
                              - Ability to deal dispassionately with, at times, difficult situations  
                              - Ability to manage workload and time  
                              - Have successfully completed Mental Health Lite training by MIND before taking up the role |
| Additional information | As the role is voluntary and unpaid, Heads of Institutions will be asked to allow Advocates to take reasonable time off work |

October 2017