**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:

1. 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.
2. 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.

1. *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.

1. *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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| Education and qualifications | No specific requirements |
| 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 |

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