**Role Title**: Health & Wellbeing Champion

**Accountable to**: <insert name/ position of wellbeing lead in organisation>

**Summary of role:**

To support <insert organisation name>’s wellbeing programme by promoting activities in local work areas and encouraging colleagues to access relevant opportunities.

**Main tasks:**

1. To champion and promote relevant health messages and events at <insert organisation name>
2. To promote Health & Wellbeing activities to colleagues
3. To provide basic information to colleagues about the Health & Wellbeing programme
4. To assist with organising and running wellbeing initiatives, such as lunch time walks, wellbeing session
5. To signpost colleagues to relevant services
6. To promote a healthy culture within the workplace
7. To provide monitoring information to the Health & Wellbeing lead via <insert method for reporting to lead, such as quarterly feedback)

**Requirements for the role:**

1. An enthusiasm for and interest in health & wellbeing
2. Ability to be approachable and helpful
3. Able to communicate with people from different backgrounds, job roles and offices (amend as appropriate)
4. Basic understanding of healthy lifestyles and willingness to undertake any relevant training
5. Willingness to keep up to date with activities within our Health & Wellbeing programme
6. Ability to record basic information about work undertaken as a Health & Wellbeing Champion

**More information about what’s involved.**

**What do I need to do as a Health & Wellbeing Champion?**

The main purpose of the champion role is to help support the main Health & Wellbeing programme at <insert organisation name> by letting colleagues know about what’s happening and promoting healthy lifestyles. You know your work area and colleagues so will know what will work best. Some of the activities could include

Printing and putting up publicity posters in your workplace

Being the point of contact in your team for any colleague who wants to know how to find out more about any of the <xxx> Health & Wellbeing activities

Putting health and wellbeing on your team meeting agenda and updating colleagues about what’s happening in <xxx>

Keeping a resource of health and wellbeing information for colleagues to look at

Promoting particular health campaigns through poster displays, giving out leaflets (e.g. Stoptober, World Mental Health Day)

Encouraging colleagues to sign up to one of the health & wellbeing challenges such as our regular pedometer challenges

Encouraging your colleagues to take a break

**How much time am I expected to give up?**

You are allowed up to one hour per week in paid work time to do activities related to being a Health & Wellbeing Champion. However, you need to agree locally with your manager how this will work in practice. We don’t require you to do an hour every week – as much as you are able to do is sufficient.

**How long can I be a Health & Wellbeing Champion for?**

As long as you like or feel able to. There is no time limit on how long you can be a champion for. We’ll check each year that you want to continue. **What happens if I want/need to stop being a champion?**

Life changes – you may move roles, leave the XXX, lose interest, have things going on in your own life that make it difficult to commit to being a Health & Wellbeing Champion. That’s fine. If you do find yourself unable to continue for whatever reason, just let us know. You can email us at XXXX or telephone us on ext XXX.

**What support will I get as a champion? How will I feel part of the Health & Wellbeing team?**

You can contact us at any time either by email or telephone and we’ll respond as soon as we can. You’re also very welcome to drop in and see us at our main office XXXX just ring before you come across to make sure someone is in. Once a quarter we’ll offer you the opportunity to get together with other champions. We can also put you in contact with other champions if this would help so that you can chat with each other between our get togethers.