

## EXPRESSIONS OF INTEREST

### VOLUNTARY ROLE: Health & Wellbeing Champion

#### Section A: Vacancy Summary

**Band:** No band restriction

**Number of Posts:** n/a

**Duration:** Ongoing

**Job Title:** Health & Wellbeing Champion

**Reports to:** Health & Wellbeing Manager

**Directorate:** Within your own team/designated area

#### Purpose of the Role

- To champion and promote the annual Health & Wellbeing Programme of quarterly events.

*This could be via team newsletters, notice board, emails, posters or articles. It will also include organising and running promotional events for your area of responsibility to fit in with the wellbeing programme quarterly events.*

- To attend quarterly networking meetings each year to prepare and plan for the relevant Wellbeing Programme topic.

*These meetings will give you essential guidance and information to support your local activities as well as a chance to share ideas and suggestions for promotional events with other H&W Champions.*

- To champion and promote relevant health messages within your team/designated area.

*Keeping an accessible resource of information should a team member need signposting to support services (internal and external).*

- To promote a range of health and wellbeing activities available to your colleagues.

*Proactively engaging with colleagues to promote the benefits of self-care e.g. taking a break at lunch; eating well; wellbeing classes; Westminster Gym.*

- To give feedback and monitoring information to the Health & Wellbeing Team when requested.

**Eligibility**

Applications are invited from individuals across the House of Commons, PDS and House of Lords, please note this voluntary role is in addition to your current position and does not form a stand-alone job role.

You should also confirm that your line manager is content with your application before proceeding.

**Application and selection process**

If you wish to apply, as part of the application process you should submit a letter setting out why you are suitable for the post (e.g. relevant knowledge, skills and experience).

Your application should be submitted via the recruitment portal-

<https://housesofparliament.tal.net/vx/lang-en-GB/mobile-0/appcentre-HouseOfCommons/candidate>

Final selection may be made following informal interviews for those shortlisted.

**Date of issue:**

**Closing date:** This will be an ongoing campaign. Applications will be reviewed regularly.

**Section B: Contacts for Enquiries and Applications**

If you require additional information about the post please contact Tanya Harris, Health & Wellbeing Manager, Parliamentary Health & Wellbeing Service, Corporate Services Team.

**Section C: More Detailed Information of Post****Time Requirement**

This will vary depending on the size of your team/department/designated area and what promotions are running. An approximate guide could be one hour per week, however in the lead up and during the four key health promotion events additional time will be required (discussed and agreed with your line manager) this includes your attendance at pre-promotion planning meetings (quarterly).

We will also be providing a 2 hour training session for this role which requires your attendance.

There will be additional learning sessions to support and assist you in your role which you will be required to attend.

**Section D: Knowledge, Skills and Experience****Essential**

- Ability to engage with team colleagues of all levels and grades in promoting health and wellbeing topics and messaging.
- Creative thinking and good organisation skills.
- Commitment in supporting the Health & Wellbeing Team to deliver its health and wellbeing programme of quarterly events.
- An enthusiasm for, and interest in, health and wellbeing
- Ability to be approachable and helpful
- Ability to show understanding and empathy
- Ability to record basic information and provide feedback about your work undertaken as a health & wellbeing champion.

### **Desirable**

- Basic understanding of healthy lifestyles

### **Section E: Additional information regarding the post**

Access to IT equipment and printing facilities.

Support from your Line Manager in raising the profile of health & wellbeing within your team/designated area.

Additionally, we would also like you to be recognised for your contribution to the Parliamentary Health & Wellbeing Service. We will be happy to provide 360 feedback to your line manager in relation to this role and would encourage you and your manager to include this as an IPR objective.