

Health Safety & Wellbeing Champion - Role Profile



Title: volunteer CC HSW champion

Scope: To support Cornwall Council's Health Safety & Wellbeing programme by promoting activities in local work areas and encouraging access to relevant HSW services, CC activities and support opportunities.

Support & Hours: Minimum 20hrs per year (pro rata) + attendance at training.

Tasks:

- Champion and promote relevant HSW messages, events and support within your work base
- Provide basic information to colleagues about the HSW programme
- Sign post colleagues to relevant services
- Promote a healthy culture
- Attend networking meetings
- Management of the HSW notice board in work base
- Preparation and dissemination of HSW resource
- Preparation of bid documents for access to funding for HSW programmes in your work base
- Supporting HSW in workplace issues
- Provide monitoring information to HSW
- Keep in touch with HSW champion leads
- Share best practise

Objectives:

- Attendance at quarterly HSW champion meetings and updates
- Work with HSW champion directorate leads to develop the HSW champion programme
- Completion of supplementary training, as identified below within 36 months of becoming a HSW Champion and keep HSW team updated;
 - Health, Safety & Wellbeing mandatory training kept up to date
 - online Mental Health Awareness Training completed and maintained
 - priority 1 – Making Every Contact Counts (MECC)
 - priority 2 – Applied Suicide Intervention Skills Training (ASIST)
 - priority 3 – Mental Health First Aid
- Promote at least 1 x HSW campaign/ initiative within work area during a 12 month period
- Facilitate 1 x lifestyle checkpoint opportunity or wellbeing check day within your work area within a 12 month period

Full PDS objective available

Skills and requirements for the role:

- An enthusiasm for Health Safety & Wellbeing
- Good interpersonal skills
- Friendly and approachable nature
- Basic understanding of healthy lifestyles or willingness to learn
- Resilient nature
- Willingness to keep up to date with the HSW programme

How much time am I expected to give up?

There is no set time that you must give up to be a CC HSW Champion but it is envisaged that over a 12 month period you will need at least 20hrs of work time to support the programme. You need to agree locally with your manager how this will work in practice and when and where it is best for the business for this to be achieved. We don't require you to do time every week, however there is an expectation that you attend at least 1 of the quarterly update meetings during a 12 month period.

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. However as there is a time and support commitment requirement and would suggest you review each year so that both you and your manager are happy to continue.

What happens if I want/need to stop being a champion?

Life changes – you may move roles, lose interest, have things going on in your own life that make it difficult to commit to being a Health, Safety & 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 HSWChampion@cornwall.gov.uk.

What support will I get as a champion? How will I feel part of the Health, Safety & 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 (Fowey building, NCH, Truro) – 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, receive updates and network. We will also be able to put you in contact with other HSW Champions in your area.

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Health, Safety & Wellbeing Champion

Name:			
Signed:		Date:	

Manager

Name:			
Signed:		Date:	