**Template role descriptions**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Mental health lead** | **Workplace mental health champion** | **Community mental health champion** |
|  | Identified by the senior management team   * Core part of their organisational role. | Application process: voluntary role additional to day job   * It is good practice to include within annual appraisal objectives. | Application process: voluntary role |
| * Aims | * Lead the organisation to promote positive mental health by becoming a healthy workplace where talking about mental health is a natural and everyday occurrence. * Lead the organisation's mental health strategy and implementation plans. * With the support of senior management, design and implement a champions scheme to support workplace wellbeing. * Establish a network or working group that agrees and organises communications, activities and events for the organisation's champions scheme. * Take lead responsibility for appropriate signposting of colleagues, volunteers and participants to available professional support. * Coordinate appropriate mental health training and awareness for staff and volunteers. * Facilitate champion peer support sessions using online platforms such as Facebook or through face-to-face meetings. | * Help the organisation to promote positive mental health by becoming a healthy workplace where talking about mental health is a natural and everyday occurrence. * Act as a champion representative, role modelling positive mental health working practices. * Part of a network or working group that agrees and organises communications, activities and events as part of our mental health champions scheme. * Be open to talking to colleagues, volunteers or participants about the importance of mental health and tackling mental health stigma. * Be able to signpost colleagues, volunteers and participants to available professional support. * Build local partnerships that help recruit people into our sport and physical activity delivery to positively impact on mental health. * Coordinate awareness-raising activities for staff and volunteers. | * Welcome new participants to our club/group activities and sessions. * Share information and good practice about mental health across the club/group, using social media, posters and flyers. * Signpost people to sources of professional support. * Provide support and advice to other club/group volunteers on how to engage people with mental health problems. * Build local partnerships with mental health organisations to help recruit people into our club/group activities. * Coordinate mental health training and awareness for our volunteers. |
| * Skills | * A commitment and enthusiasm for promoting positive mental health. * Strong knowledge and/or experience of mental health problems. * Completion of the (two-day) Mental Health First Aid training. * A clear, strong communicator with the ability to build rapport easily. * Motivated, flexible and able to lead a team of mental health champions. * Able to influence others, including senior management, to deliver change. * Capable of talking about difficult issues with others and showing empathy. * Able to identify opportunities for adding value to this work. | * A commitment and enthusiasm for promoting positive mental health. * Knowledge and/or experience of mental health problems (personal experience is desirable, though we welcome those who care for others or who are interested in promoting mental health). * A clear communicator with the ability to build rapport easily. * Motivated, flexible and able to work as a part of a team to deliver change. * Capable of talking about difficult issues with others and showing empathy. * Able to identify opportunities for adding value to this work. * Any other skills that could help with awareness raising (storytelling, poster design, event management etc). | * A commitment and enthusiasm for promoting positive mental health. * Knowledge and/or experience of mental health problems (personal experience is desirable, though we welcome those who care for others or who are interested in promoting mental health). * A clear communicator with the ability to build rapport easily. * Motivated, flexible and able to work as a part of a volunteer team. * Capable of talking about difficult issues with others and showing empathy. * Able to identify opportunities for adding value to this work. * Any other skills that could help with awareness raising (storytelling, poster design, event management etc). |
| * Time | * Enough capacity to embed role within work programme (in agreement with line manager). * Ability to take responsibility for actions on work such as: * design, lead and oversee activities to promote positive mental health * communication across the organisation * facilitate peer support * conduct monitoring and evaluation and provide feedback to senior management team * Time to attend training/workshops (where realistically possible around work and personal commitments). | * Attend monthly working group meetings. * Ability to take responsibility for actions on work such as: * design, lead and/or take part in activities to promote positive mental health * communication across the organisation * conduct research and feedback. * Time to attend training/workshops (where realistically possible around work and personal commitments).   (Note: as a voluntary role, we appreciate permission from line managers is essential, and that the commitment is as much as the champion can offer ensuring personal wellbeing.) | * Attend monthly club/group committee meetings to update progress. * Ability to take responsibility for actions on work such as: * design, lead and/or take part in activities to promote positive mental health and recruit new participants/members. * communication across the club/group * conduct research and feedback * Time to attend training/workshops (where realistically possible around work and personal commitments). |
| * Benefits | * Leading a movement to create positive change in our organisation. * Opportunity to lead an organisation-wide priority. * Representing our organisation at external events, networks etc, advocating our mental health work. * Networking with like-minded colleagues across our organisations * Development of skills outside normal job role and learning from peers. * Increased self-confidence and empowerment in taking up challenges. | * Being part of a movement to create positive change. * Opportunity to use creative talents to develop original activities to support positive mental health. * Networking with like-minded colleagues across our organisation. * Development of skills outside normal job role and learning from peers. * Increased self-confidence and empowerment in taking up challenges. | * Satisfaction of leading change and improvements across our club/group delivery. * Develop new skills and experiences. * Opportunity to use creative talents to develop original activities to support positive mental health. * Networking with like-minded volunteers within our club/group. * Increased self-confidence and empowerment in taking up challenges. |