

EDI AND WELLBEING CHAMPIONS

Departmental EDI and Wellbeing Champions Role Description

Department	We aim to have an EDI and Wellbeing Champion in every department.
Hours	<p>Termly ED&I Network meetings of 2 hours, plus any additional time as appropriate on EDI and wellbeing initiatives.</p> <p>This is a voluntary role and we recognise that whilst all Champions are committed to EDI and wellbeing, time available to commit to initiatives/events may be limited and vary at different times. We value any contribution that you are able to make.</p>
Role Overview	<p>Your role is to:</p> <ul style="list-style-type: none">• Improve two-way communication between your department and the ED&I team – acting as a first point of contact in your department.• Act as the initial contact for staff, students, and visitors with disabilities who need assistance or adjustment in their work/study area, and signpost them to the appropriate team for support.• Support workplace health and wellbeing by promoting relevant health and wellbeing opportunities and positive mental health. <p>The key intention behind the EDI and Wellbeing Champion role is to distribute ownership of EDI, accessibility, and wellbeing across the University and improve communication between the departments and service areas on EDI and wellbeing related issues.</p> <p>You can find more information about EDI and Wellbeing Champions on our website at warwick.ac.uk/EDIChampions.</p>
Role Description	<ol style="list-style-type: none">1. Become familiar with equality legislation, including the 9 protected characteristics – you can find more information about this on our website at warwick.ac.uk/equalops/learnmore/equalityact.2. Become familiar with Warwick’s Equality Objectives – you can find more information about this on our website at warwick.ac.uk/equalops/equalityobjectives.3. Ensure you keep up to date with relevant training, for example, Online E-Learning Modules, training videos that are available on the ED&I webpages, attend face to face training session and promote these to staff in the department, and be aware of accessibility updates from Estates and ITS.4. Attend termly ED&I Network meetings and update your department on relevant outcomes – you can find more information on our website at warwick.ac.uk/equalops/getinvolved/edinetwork.5. Participate in/attend ED&I and wellbeing events and activities.6. Share information and updates from the ED&I team with colleagues in your department – for example, highlight changes to legislation,



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	<p>share ED&I newsletters, emails, and event posters by email or printing and displaying in a shared area.</p> <ol style="list-style-type: none">7. Communicate EDI and wellbeing areas for concern in your department to the ED&I team – feedback from EDI and Wellbeing Champions is greatly appreciated as it helps us understand whether our initiatives are achieving their aims, improve communication on EDI and wellbeing issues across the University, and ensure Champions are supported in their role.8. Be a first point of contact for staff in your departments seeking information or raising EDI and wellbeing questions or concerns and, where needed, signpost to the ED&I team – for example directing individuals to our webpages or providing contacts details for the individual to get in touch with us directly (on equality@warwick.ac.uk).9. Signpost staff, students and visitors to appropriate teams for support, for example, those who may wish to disclose disabilities and who may require some reasonable adjustments.10. Connect with other EDI and Wellbeing Champions to offer support and share good practice – for example engaging in discussion on the EDI and Wellbeing Champion Moodle forum.11. EDI and Wellbeing Champions also have the option to get involved in other projects – for example consultation on new policies, joining your departmental Self-Assessment Team for Athena SWAN, supporting annual events such as Respect Day and Wellbeing Week.12. Contribute to the creation of an inclusive, accessible, and healthy culture and, with the ED&I team, identify opportunities to raise awareness of equality and wellbeing issues at Warwick.13. Let us know if you are leaving the University or someone else is taking over the EDI and Wellbeing Champion role in your department so we can ensure our lists are as up to date as possible.14. Commit to continued learning on ED&I and wellbeing issues.
Person Specification	<ol style="list-style-type: none">1. An understanding of EDI and wellbeing, and/or willingness to learn.2. A passion for promoting EDI and wellbeing – both within your department and more broadly within the Warwick community.3. A non-judgemental attitude and willingness to listen to others.4. A commitment to participate fully in the role by attending meetings, contributing ideas, and getting involved in ED&I initiatives.

