



Trilogy Mission 'Inspiring Active Lifestyles'

Job Description

Job Title:	Team Trilogy Wellbeing Champions
Salary:	£9.50 per hr (rising to £10.42 in April 2022)
Hours:	8 hours per month. Fixed term contract for 1 year Internal post open to all Trilogy employees.
Locations:	4x Wellbeing Champions for: Lings & Berzerk. Danes & Duston. Mounts & Cripps. Community Outreach.
Responsible To:	Director of Wellbeing & Enterprise, Area Business Managers
Responsible For:	Support the wellbeing of staff

Trilogy Culture (Behaviours & Values)

- **One Trilogy Team** - Working together, respect, open & honest, positive communication
- **Encourage Creativity** – Support innovation, try new ideas, adopt change
- **Be Constructive** – Adopt a positive, can-do anything is possible mindset
- **Deliver Excellence** – Provide the Customer experience you want to receive
- **Promote Wellbeing** – Self-care, support others, be active, work/life balance
- **Embrace Diversity** – Champion Equality, Diversity & Inclusion

Trilogy Team Purpose

The purpose of every team member is to work together in a positive, creative fashion as one team to deliver the core values and company strategy. To adopt the behaviours and company

culture to promote, encourage and achieve excellence as a Wellbeing organisation to improve the lives of people in our Community.

Organisational Duties & Responsibilities

- Act in accordance with, and positively promote, Trilogy policy and procedures
- Work with the team to deliver the best possible customer experience
- Adopt and adhere to Trilogy Safeguarding Policy, Procedures and Practices
- Adopt all Health & Safety and all legal compliance in all areas of the business
- Influence, teach and support your colleagues to achieve excellence
- Be accountable for knowing all company processes, policy and relevant information
- Communicate, feedback and promote the company values
- Work with the team to deliver the aims and objectives within the company strategy

Individual Duties & Responsibilities

- To support the development and delivery of the Team Trilogy Wellbeing Strategy 2022-25 and Action Plan
- To provide information and guidance provision to individual members of staff
- Listening effectively to staff wellbeing concerns
- Provide full, clear and accurate information on the Trilogy's support services
- Help individuals to understand the courses of action open to them and how to take them forward
- Circulating supporting materials and providing notice of events and activities for staff to access for health and wellbeing
- Member of the Team Trilogy Wellbeing Steering Group providing optimal support for individuals, identifying any trends or themes on health and wellbeing that may need to be further developed
- Any other duties commensurate with the role that support the Trust

Job Demands

- The highest level of confidentiality. You will potentially be discussing personal matters. The information must be held in the strictest of confidence
- Excellent communication skills required. Dealing with and fellow employees
- Occasional travel and work from any associated Trilogy facility
- Work the necessary flexible hours to meet the needs of the business (as required)
- Be accessible to the whole team for support (as required)

Essential Attributes Required to Work for Trilogy

- Possess the culture, values and behaviours of the company
- Knowledge and experience in relation to the post
- Ability to learn, develop and accept challenge
- Constructive, open minded and a positive communicator
- A team player who want's others to succeed
- A flexible problem solver
- Good standard of IT skills including Microsoft Outlook, Work, Excel

Equality, Diversity & Inclusion

Diversity drives innovation and we are committed to promoting equality, embracing diversity and enabling inclusion through positive Wellbeing experiences. Trilogy is committed to educating itself, its workforce and its customers to celebrate Equality, Diversity and Inclusion.