

## Staff Well-being Ambassador Team Information

*Please save this form to your computer before completing it electronically. Once finished, click on the 'Submit' button. It will automatically attach the form to an email with the wellness email address – then you can press send.*

### Introduction to the Staff Well-being Ambassador Programme

As part of our approach to holistic well-being, we are introducing various initiatives and interventions to support employees and actively develop a culture of well-being. One of these initiatives is creating a Staff Well-being Ambassador's Team (SWAT) across all three campuses. SWAT consists of a group of volunteers who promote the well-being of staff across the University.

### Who is eligible to be involved?

Any permanent University employee is welcome to sign up for the Staff Well-being Ambassador Programme. If you are interested in supporting our commitment to well-being by championing and promoting the relevant messages while also gaining valuable knowledge and skills, then we encourage you to express your interest via the application process at [odandwellbeing@ufs.ac.za](mailto:odandwellbeing@ufs.ac.za)

The critical attribute we want from a SWAT is that they are engaged, enthusiastic, and willing to support staff members.

### What type of support can you expect?

- SWAT will be trained to spot signs of decreased well-being and offer everyday support.
- The OD & Employee Well-being division will provide a full day of training to enable you to gain extra knowledge about creating a culture of well-being in the workplace.
- Additional development opportunities to support you in carrying out this role.

### What is in it for the volunteer SWAT?

It is a rewarding experience where ambassadors can make a real difference to employees' well-being in line with our OD & Employee Well-being plan while also gaining practical personal knowledge and skills that can be used in all areas of their lives.

### SWAT Role Overview:

The role of an effective Staff Well-being Ambassador at the University of the Free State is to:

- champion and promote relevant well-being-related messages;
- engage colleagues in health and well-being activities
- raise awareness and promote OD & Well-being services, tools, and activities we have available for staff;
- proactively embed positive attitudes to well-being within their local workplace;
- offer support and signposting to colleagues who are struggling with emotional, physical, or mental health issues to the resources available.

- provide feedback to the OD & Employee Well-being division on the general themes that they experienced when providing support;
- support the development and implementation of well-being policies and procedures;
- support peers within agreed boundaries to empower people to seek support if required while maintaining their holistic well-being;
- engage with the broader ambassador's network to share best practices and celebrate success.

**A Staff Well-being Ambassador is **NOT** required to:**

- act as a counsellor, psychologist, or doctor diagnosing health issues;
- support others on an ongoing basis or at a cost to their well-being or allow the role to intrude into their personal life;
- share personal contact details or other confidential information;
- listen to or pass on unhelpful speculation or 'gossip';
- be the 'expert' on well-being or have all the answers.

## Staff Well-being Ambassador Team: Application Form

The Staff Wellness Ambassadors Team, hereto as SWAT, is a faculty or staff representative carrying Organisational Development and Employee Well-being messages to their co-workers. Ambassadors must have enthusiasm, bring wellness to life at the departmental level, access email, and a willingness to share ideas. All SWAT members must secure supervisory approval to act in this role. A 30-minute commitment per month is suggested.

**Name and Surname:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Department/Faculty:** \_\_\_\_\_

**University email:** \_\_\_\_\_

**Cell Nr:** \_\_\_\_\_

**Status:**  Full Time  Part-Time

**Campus:**  Bloemfontein  QwaQwa  South

Have you read the role description, and are you willing to fulfill the requirements? \_\_\_\_\_

### Supervisor's Approval:

- I have discussed my desire to serve as a Staff Well-being Ambassador with my supervisor and have their approval to apply (Supervisor signature required on the next page)
- I have NOT discussed this with my supervisor.

**Application process:**

As a prospective Staff Well-being Ambassador, we want to get to know you on a more interactive level. As part of your application, please send us a 3 – 5-minute video about yourself and why you will make a great addition to the SWAT team. Please email your video to [victorb@ufs.ac.za](mailto:victorb@ufs.ac.za).

**TIP:** *WeTransfer* is a great site for sending large files like videos. To send your video application through *WeTransfer*, go to [wetransfer.com](http://wetransfer.com), on the left side, click “Upload files,” select your video, and email it to [victorb@ufs.ac.za](mailto:victorb@ufs.ac.za). Remember also to include your email address as well.

**OR**

You are welcome to compile a short PowerPoint presentation (maximum five slides) that tells us more about yourself and why you would be a great addition to the SWAT team.

*You can submit your presentation either through WeTransfer or by email to [victorb@ufs.ac.za](mailto:victorb@ufs.ac.za). To send your presentation through WeTransfer, go to [wetransfer.com](http://wetransfer.com); on the left side, click “Upload files,” select your video, and email [victorb@ufs.ac.za](mailto:victorb@ufs.ac.za). Remember also to include your email address as well.*

**OR**

You can tell us about yourself and why you will make a great addition to the SWAT team by writing your motivation on the following page.

**Motivation letter**

## STAFF WELL-BEING AMBASSADOR AGREEMENT

**SWAT Goal:** Support the OD & Employee Well-being division by acting as a resource, contributing to the cultivation of a well-being culture. This involves effectively communicating the division's initiatives to colleagues. Additionally, provide valuable feedback to the OD & Employee Well-being division to enhance the effectiveness and relevance of the program.

I acknowledge and fully understand the expectations of my Staff Well-being Ambassador role. Recognising that this position is an additional responsibility permitted during official University hours, I commit to ensuring that my engagement in OD & Well-being activities will not compromise my primary job duties. I am mindful of the limited time allocation, with no more than two hours per month dedicated to SWAT responsibilities.

Moreover, I am aware of my specific role within the SWAT Program, and I pledge not to utilise it as a platform for promoting my personal beliefs or values. Instead, I commit to championing the mission and objectives of the OD and Well-being Division. My representation of the Division will be characterised by a positive and constructive approach, aligning with the overarching goals of the SWAT initiative.

I have carefully reviewed the Staff Well-being Ambassador Description, discussed this role with my supervisor, and understand my role as SWAT.

SWAT Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_