

Wellbeing Officer

Role Description

Role Purpose

The Wellbeing Officer leads Dorset NEU's work on staff wellbeing, workload reduction and healthy working environments. The role ensures members' wellbeing concerns are heard, promotes NEU guidance on workload and mental health, and supports campaigns and local initiatives that improve wellbeing across Dorset's educational workplaces.

Key Responsibilities

1. Wellbeing Leadership & Representation

- Act as Dorset NEU's lead representative on wellbeing, workload and staff mental-health issues.
- Ensure wellbeing concerns inform Dorset NEU discussions, priorities and campaigns.
- Champion policies and practices that promote safe, healthy and sustainable working conditions.

2. Supporting Reps & Workplaces

- Provide workplace reps with NEU wellbeing and workload-reduction resources.
- Encourage the adoption of wellbeing policies, reasonable workload expectations, stress-risk assessments and supportive leadership practices.
- Help reps raise wellbeing issues in their workplaces, including workload, staffing levels, unreasonable expectations or unsafe cultures.

3. Communication & Member Engagement

- Share NEU wellbeing guidance, resources, CPD opportunities and updates with Dorset NEU members.
- Promote campaigns focused on reducing workload, improving work/life balance and supporting mental health.
- Encourage members to report wellbeing concerns and ensure they know how to access support.

4. Events, Training & Activities

- Help coordinate wellbeing-focused events, training, workshops or awareness activities within Dorset NEU.
- Promote national and regional NEU wellbeing sessions, mental-health training and staff-care initiatives.
- Support district-wide campaigns that focus on workload, safety, staffing and wellbeing.

5. Monitoring & Reporting

- Monitor trends and concerns related to wellbeing and workload across Dorset workplaces.

- Provide wellbeing-focused reports at Dorset NEU meetings, highlighting issues that need action or escalation.
- Advocate for improvements where wellbeing issues are widespread or systemic.

6. Collaboration

- Work closely with the District Secretary, Equality Officer, Health & Safety Officer, Organising Officer and other Dorset NEU officers.
- Liaise with the Regional Office and national NEU wellbeing/workload teams where appropriate.
- Build relationships with external organisations that support staff wellbeing (where suitable).

Skills & Attributes

- Strong interest in staff wellbeing, workload and mental health (or willingness to develop this knowledge).
- Good communication and relationship-building skills.
- Empathy, discretion and a supportive approach.
- Ability to identify wellbeing issues and advocate for improvements.
- Commitment to NEU values of dignity, fairness and safe working conditions.

Time Commitment

- Attendance at Dorset NEU meetings.
- Regular engagement with members and reps on wellbeing and workload concerns.
- Participation in NEU wellbeing-related training or briefings where possible.