**Sample Template**

**Disabled Employee Network / Disability Interest Group**

**Disability Champion Role Description**

**Summary**

Many organisations have Disability Champions. The way they work, their level of seniority, how they connect to and link with the networks, varies as much as there are networks. However this template role description may help the network and the champion to think though the best use of their time.

The Business Disability Forum suggest being disability confident means an organisation:

* Understands how disability affects their talent pool, their people, their customers, their competitors, their communities
* Is barrier free for groups of disabled people (blind, mobility impaired etc)
* Makes adjustments which enable individuals to contribute as employees, customers, shareholders, partners and valued stakeholders.

**What can champions do to help?**

A network has a strong role to play in making that happen but what can a newly appointed champion do to help? Especially when it is often what very senior people can say and do which drives the behavioural change needed to ensure everyone contributes to business success. Well here are a few things they can do:

1. Provide senior leadership for the organisation’s disabled employee network or disability interest group;
2. Champion disability across the organisation and get to places a network cannot reach;
3. Display real interest and a desire to be kept appraised of developments and help find solutions and resources to get things done;
4. Attend and speak at key events and invite a real and meaningful dialogue with disabled employees;
5. Challenge other senior executives to promote the values of the network;
6. Request to be kept appraised of activities and key successes;
7. Consider the use of “back to the floor” discussion groups with disabled people to test their views of how “disability confident” the organisation is – conduct an annual “listening group” to see where blocks to progress have been released and success achieved;

Ensure the organisation is making best use of all the best practice material developed by the Business Disability Forum.