Role description for Safeguarding Champion (Voluntary role)

"It's been a life-changing experience. Last week I read a book to my grandson. I never read to my children because I couldn't." Peter, from Read Easy Poole

Read Easy provides free, confidential, one to-one reading coaching for adults who struggle with reading, through a network of volunteer groups. Read Easy groups are changing the lives of individual adults across the country by providing them with the support they need to learn to read, and in turn opening doors for them to all sorts of new opportunities in life. You can read about the difference Read Easy makes here on our website.

Outline of the Safeguarding Champion role

As the Safeguarding Champion you will ensure that your group implements, understands and works within the Read Easy UK Safeguarding Policy and organising DBS checks when necessary.

How we will support you

You will be provided with the Management Team Handbook, training/induction, policies and guidance specifically needed for this role, including access to support from a Read Easy UK Regional Adviser, via your Team Leader. You will also be invited to Read Easy UK's regional forums and annual conference which give volunteers an opportunity for networking with those from other groups.

What you will be doing

- Reporting and actioning any safeguarding issues raised within the Team.
- Becoming familiar with Read Easy Safeguarding and DBS policies and appendices.
- Liaising with the local Adult Safeguarding Helpdesk, to seek advice or refer a case to them for further action in accordance with the Safeguarding Policy.
- Providing an induction for new Management Team Members so they are aware of the safeguarding requirements of the group, using the resources provided.
- Providing a short Safeguarding Refresher Session at a coach meeting annually.
- Carrying out Enhanced DBS checks on behalf of the group when appropriate.
- Ensuring that the group is acting in a way that recognises its safeguarding responsibilities in all its activities.
- Being the single point of contact for anyone within the group who wants to report any form of abuse or suspected abuse, or who has concerns and needs advice.
- Attending management team meetings, typically every six to eight weeks.

The skills you will need

- Ideally experience and understanding of adult safeguarding.
- Ability to work with discretion and confidentiality when required.
- A strong commitment to improving the lives of the people Read Easy works with.
- Good communication and people skills, with a commitment to maintaining confidentiality.
- Reasonable confidence in using IT.
- The ability to use initiative and work independently.
- A willingness to abide by Read Easy policies and procedures.
- An open attitude that encourages two-way communication and willingness to ask for and offer support to the Team.
- A non-judgemental attitude and respect for others, with a commitment to equality and diversity, so that you can make everyone feel valued and included.
- Energy and enthusiasm with an average of two hours a week to commit to the role.

What is in it for you?

- Develop your knowledge and skills in relation to the safeguarding of adults
- Meet and work collaboratively with new people
- Be active and engaged, adding value to your local community

Interested

If you think you can offer the time, skills and experience that we are looking for and would be interested in taking up this role, please contact the person who sent you this role description.

Please note: All Read Easy volunteer roles are subject to Safer Recruitment procedures which include verification of identity and two references, and eligibility for Management Team roles in line with Charity Commission regulations for trustees.

Please see the 'Introduction to Read Easy for potential Management Team volunteers' to find out more about the structure and responsibilities of the Management Team.

To find out more about Read Easy as a whole, visit our website at: www.readeasy.org.uk