

JOB ROLE WELFARE CO-ORDINATOR

THE PURPOSE OF THE POSITION

To promote inclusiveness within DU₃A.

RELATIONSHIP WITHIN THE COMMITTEE

Welfare team - Chair, Outings and Groups Co-Ordinators to promote access regardless of impairment or disability.

Treasurer to agree welfare budget

OUTSIDE AGENCIES

CVSU - social isolation

Other relevant charities and organisations

DUTIES AND RESPONSIBILITIES

- 1 Develop guidelines as necessary to facilitate member participation in DU₃A activities.
- 2 Ensure groups take all reasonable steps to make their activities accessible and available to members with physical, sensory or mental disabilities.
- 3 Act as a contact for all members to raise issues regarding welfare and accessibility.
- 4 Advise committee or groups on the interpretation of DU₃A risk profile
- 5 Collate risk assessment forms and keep in a locked container to maintain confidentiality
- 6 Support and advise committee and group leaders to implement actions following risk assessment
- 7 Sanction claims on welfare budget as appropriate
- 8 Advise and help those members with physical disabilities or mental health issues to enable them, where possible, to take part in U₃A activities
- 9 Send a card to members who are unwell or bereaved.

KNOWLEDGE AND SKILLS

Good communication and listening skills

An understanding of the confidential nature of the role

Diplomatic and approachable

Some knowledge of health issues which may affect member participation in U₃A activities

DU₃A Safeguarding Policy & Procedures

GENERAL COMMITTEE RESPONSIBILITIES

None

April 2020