



### Model Role Description and Person Specification

#### **Role Description for VCS Representative on Worcestershire Safeguarding Board**

##### Main Purpose of Role

The Representative will ensure that the views and issues of the Voluntary and Community Sector will be taken into account by the Safeguarding Board. He/she will also ensure that there are effective communication links between the Safeguarding Board and the sector.

##### Key Accountabilities

- Represent the views of voluntary and community groups working with children and young people to the Safeguarding Board
- Represent the interests and work on behalf of the VCS including disadvantaged groups and communities. This includes articulating divergent views where they exist.
- Consult with the sector via the networks and communication structures of WAVOCC and WCVYS
- Be bound by collective decision-making where the constituency has agreed a collective decision.
- Report back to the sector on a regular basis via the networks or communication structures of WAVOCC and WCVYS
- Attend meetings regularly and other events as required or arrange for an agreed deputy to do so
- Help to plan and co-ordinate the development and work of the Safeguarding Board
- Participate in conferences, seminars and training locally and, if appropriate, regionally or nationally
- Continue to learn about the issues, plans and agencies which affect the work of the Safeguarding Board
- Represent the Safeguarding Board locally and, if appropriate, at regional and national events
- Support and work to the policies (including Equal Opportunities), procedures and priorities of the Safeguarding Board, even when these do not coincide with those of the representative's own organisation
- Be bound by the collective decision-making of the Safeguarding Board
- Be prepared not to support the Safeguarding Board's actions or to vote against any proposal which is clearly against the interests of the VCS groups and organisations represented
- Declare any conflicts of interest and act with probity and integrity
- Operate in a manner which promotes equality of opportunity, celebrates diversity and respect for all

- Once the deadline has been reached either:
  - **There has been one applicant**, therefore the Chair/Lead to be contacted for their approval.
  - Once approval is reached the VCS is to be informed via the Representation area of the WIC WebPages/The Voice
  - **There have been multiple applicants**: in which case the election process must begin - including the setting of new-timescales
  - Once election results are reached The Chair/Lead to be contacted for their approval.
  - The VCS is to be informed via the Representation area of the WIC WebPages/The Voice
- All new Representatives will be encouraged to take-part in Induction
- All new Representatives will be supplied, and encouraged to use, the VCS Representatives Report Template

Prepared by Jim Smith WAVOCC

