

# Branch Leader Safeguarding

## Volunteer Position Description



<b>Reports to</b>	Branch Commissioner People & Culture	<b>Short Form Title</b>	BL Safe
<b>Liaison</b>	Deputy Chief Commissioner Head of Member Services Risk & Insurance Manager	<b>Direct Reports</b>	0
<b>Meetings</b>	Team meetings (as required)	<b>Tenure</b>	Ongoing with an annual IAVP

Our program seeks to help develop young people in the areas of personal growth, to help them develop as active citizens involved in their local, national and global communities.

### What is the purpose of my role?

The Branch Leader Safeguarding supports in ensuring the safety and wellbeing of all members. This volunteer position is essential to maintaining a secure and supportive environment where youth members can thrive and develop. This role serves as the first point of contact for membership to seek assistance with safeguarding, and collaborates on projects to promote safeguarding across the association.

### How do I fit in?

Collaborating closely with senior volunteers and staff, this role will support in promoting safeguarding to our members. Reporting directly to the Branch Commissioner People & Culture, the BL Safeguarding will liaise with both Head Office staff and volunteers.

### How much time is required?

This role requires regularly attending to support requests from volunteers, and collaborating with senior volunteers and staff to discuss and assist with safeguarding initiatives.



## What does my role include?

My Key Responsibilities	Key Activities I will Perform
Support the promotion of safeguarding initiatives within the Branch	<ul style="list-style-type: none"><li>• Promote the importance of, and foster an understanding of, child safety and safeguarding within the membership.</li><li>• Involve children and young people (and their families) in decision-making and planning to promote child safety.</li><li>• In collaboration with the Chief Commissioner and Head of Member Services, assist in the development and implementation of safeguarding initiatives.</li></ul>
Provide support to Leaders, Groups and Youth	<ul style="list-style-type: none"><li>• Provide support to volunteers or youth members in reporting and safeguarding matters.</li><li>• Ensure that reporting processes for concerns and/or allegations are well communicated.</li><li>• Promoting and distributing child safety information.</li></ul>

## What Skills do I require?

### Desirable

- Understanding of safeguarding
- Skilled in understanding, reviewing and updating policies
- Strong communication skills
- Building strong relationships with everyone involved
- Ability to work independently whilst remaining an integral part of a wider team
- High level negotiation skills

### Personal Attributes

- High level presentation skills
- Trustworthy with confidential information
- Adaptability and flexibility

### Training Requirements

- Hold or be prepared to gain a Wood Badge for Program Support Leader
- Up to date with SP Child Safe and SP WHS online training
- Qualifications in child protection, safeguarding, or associated areas would be highly regarded but not essential

