

JOB TITLE **Welfare Coordinator**

THE PURPOSE OF THE POSITION

To promote inclusiveness within Du3a.

RELATIONSHIP WITHIN THE COMMITTEE

Welfare team – Chair, Outings and Groups Coordinators 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

- Develop guidelines as necessary to facilitate member participation in Du3a activities.
- Ensure groups take all reasonable steps to make their activities accessible and available to members with physical, sensory or mental disabilities.
- Act as a contact for all members to raise issues regarding welfare and accessibility.
- Advise committee or groups on the interpretation of Du3a risk profile.
- Collate risk assessment forms and keep in a locked container to maintain confidentiality.
- Support and advise committee and group leaders to implement actions following risk assessment.
- Sanction claims on welfare budget as appropriate.
- Advise and help those members with physical disabilities or mental health issues to enable them, where possible, to take part in u3a activities.
- 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

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