

Lay Member for Coventry Safeguarding Children Board Job Description and Person Specification

Job description

Purpose of the role:

In line with statutory requirements, and as part of Coventry Safeguarding Children Board's (CSCB) commitment to engaging communities in safeguarding and promoting the welfare of children and young people, the Board has two 'Lay Member' positions. Their role is to bring a more 'grass roots' perspective to the work of the Board; to think as a member of the public; and to play a part in the oversight and scrutiny of decisions and policies made by the Board.

Main Duties and Responsibilities:

1. To attend at least 12 days annually on the following diary engagements:
 - 4 half day Board meetings including reading and preparation
 - 1 Annual CSCB practice conference
 - 1 Annual CSCB Away day
 - Involvement in relevant task and finish groups including pieces of work where a lay Member can add value
 - Attend regional and local conferences with the agreement of the Chair or Business Manager
2. To actively promote the work of CSCB within the local community and foster links with community groups in a non-discriminatory manner
3. To consider relevant information and contribute to the work of CSCB by contributing to decisions on the work of the Board
4. To undertake the work of CSCB in a sensitive manner whilst treating all information received in a confidential manner, including the safekeeping of documents and information received at CSCB which relates to private and personal information relating to members of the public, board members or employees of member agencies
5. To have an understanding of CSCB's responsibilities and operations at a strategic and operational level in order to participate as a full member of CSCB by steering the strategic direction of CSCB including assisting in the preparation of the annual report
6. To have some knowledge or awareness of relevant law and guidance for promoting and safeguarding the welfare of children
7. To comply with the terms and conditions of the CSCB Constitution
8. To participate as an active member of CSCB and subgroups in the role of observer and 'critical friend' but not to be accountable for making or implementing decisions and recommendations at CSCB or subgroups other than as specifically stated within this Job Description

9. Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Coventry City Council's Equal Opportunities Policy
10. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines
11. The post holder must comply with general health and safety legislation and policies and in particular is required:-
 - To take reasonable care for their own health and safety whilst undertaking the work of CSCB including others who may be affected by their actions or by their omissions
 - Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare when participating in the work of CSCB
 - To report to the Chair of the CSCB or Business Manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.
12. Lay members must have an understanding of working with children or young people – this does not necessarily mean a professional qualification

Person Specification

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| Knowledge | Have sound awareness of issues relating to child protection and safeguarding children | Application Form Presentation |
| | Understanding of the role, function and statutory responsibilities of CSCB and interagency responsibilities of other agencies, statutory bodies and the private community and third sector in relation to safeguarding children and child protection | Application Form Interview |
| | An understanding of working with children or young people | Application Form Interview |
| | An awareness of, and commitment to, equality and diversity | Interview |
| Skills and Abilities | The ability to communicate effectively at all levels and to a range of individuals. | Interview |
| | Confidence to ask questions and challenge, constructively, the views and assumptions of CSCB and other agencies | Interview |
| | A commitment to improving safeguarding outcomes for children and young people in Coventry | Application Form Interview |
| | The ability to demonstrate fairness, encourage innovation, achieve results, demonstrate awareness of the demands and sensitivities of working within a public organisations | Application Form Interview |
| | Able to maintain confidentiality | Application Form Interview |
| Experience | An interest in community and social issues, preferably with a track record of involvement locally | Application Form Interview |
| Special Requirement | To be considered for selection the person should preferably be a resident in Coventry or may in exceptional circumstances live outside of the area but must demonstrate strong and sustained connections with the communities of Coventry | |
| | This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS). | |