

SAMARITANS OF STOCKPORT AND DISTRICT GOVERNANCE OFFICER (SUPPORT VOLUNTEER)

SAMARITANS

Stockport & District

Main Purpose of the Role: To support the Director in all aspects of Governance in accordance with the Branch Constitution, the Vision, Mission and Values and Policies and Procedures of Samaritans.

Position and Support in the Organisation:

Accountable to: Branch Director
Accountable for: Governance
Reporting to: Branch Leadership Team
Works with: Branch Volunteers

Key Responsibilities

- ✓ Take the lead for Governance in the Branch
- ✓ To be involved in the development of Governance policy and planning for the Branch
- ✓ To maintain overview, coordinate and monitor all aspects of Outreach within the branch.
- ✓ Oversee submission of governance related documentation to Samaritans Central Office (SCO)
- ✓ Act as a point of information with Branch
- ✓ Willing to contribute to sessions to inform/ teach aspects of Governance.
- ✓ Manage the following within the Branch.
 - Calendar of governance
 - Risk Register
 - Compliance
 - Annual Return
 - Data safety
 - Health & Safety
 - Produce risk assessments as required.
- ✓ Attend BLT meetings, as required.

Qualities & Experience:

- ✓ Previous experience and knowledge of Governance.
- ✓ Committed to a quality of service.
- ✓ Enthusiastic and committed.
- ✓ Friendly and approachable.
- ✓ Willing to learn about our mission and values.
- ✓ Able to manage people and delegated tasks.
- ✓ Able to work as part of a team.
- ✓ Able to communicate with a wide range of people.

Appointment and Timescales:

- ✓ Usually for three years but can be negotiated.

Location, Travel and Expenses:

- ✓ Based between home and the Branch.
- ✓ Out of pocket expenses related to the role will be reimbursed in line with the Expenses Policy

Date: 11/7/2023

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Benefits:

- ✓ Opportunity to positively affect the work of Samaritans.
- ✓ Opportunity to share skills, knowledge, and expertise.
- ✓ Personal development and training.

Recruitment and Selection Process: The post will be advertised. All interested applicants will be invited to an Informal Chat with the Branch Director

Stage One: The Informal Chat: This is a pre-screening approach. Used to build rapport with the applicant and an opportunity to get to know each other. More relaxed and informal, an opportunity for the applicant to find out more about the role and to share hobbies and general life interests.

- ✓ 30minutes via Zoom with Lynn the Branch Director
- ✓ Brief overview of the Branch
- ✓ Interview dates provided.
- ✓ DBS process required.
- ✓ Training for the role required.

Questions

1. Please can you tell me a bit about yourself?
2. What is your favourite thing about the voluntary sector?
3. What inspired you to apply for this role?

Stage Two: Apply via the Branch Management Tool: The Support Volunteer Application Form will then be available in the BMT, and the interview date sent to the applicant.

Stage Three: A competency Based Interview in the Branch: With the Branch Director and another member of the Branch Leadership Team.