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| **Volunteer Role:** | **Case Advisory Group Member**  **- Case Management Support Service** |
| **Thank you for your interest in becoming a volunteer with Children 1st. We are delighted that you have chosen to offer your time and energy to help improve the lives of Scotland’s children, young people and families.** | |
| **About Children 1st**  At Children 1st our ambition is for every child in Scotland to be safe, loved and well with their family. As a charity we offer emotional, practical, and financial support to help families to put children first and campaign to uphold the rights of every child.  We support the whole family when they need it, for as long as they need it. We offer help to prevent families reaching crisis point, to keep children safe and to support children and families to recover from trauma and harm.  We also provide a range of national services such as Parentline, the Safeguarders Panel and the Child Wellbeing and Protection in Sport service. The Case Management Support Service (CMSS) is a new national service, going live in April 2024. | |
| **About the service**  The CMSS is a comprehensive, impartial service that supports Scottish governing bodies of sport (SGBs) to manage and investigate wellbeing and protection concerns or complaints.  The focus of the service is to ensure SGBs have an effective system in place to manage these concerns and complaints through investigations and disciplinary processes. This service will provide a range of resources and guidance for all SGBs, as well as offer training, mentoring, and learning opportunities. | |
| **General Purpose of Role**  In providing SGBs with an independent route in seeking case specific advice, our **Case Advisory Group** will bring together experts in HR, Law, Sports Governance, Safeguarding/Social Work/Mental Health and those with lived experience of reporting a wellbeing or protection concern in a sporting context. The jurisdiction, accountability and decision-making responsibility will remain with the individual SGB.  The Group Members will promote the fair and effective management of wellbeing and protection concerns in a co-operative and consistent manner. On the presentation of an individual case and any actions subsequently taken, the Group could consider the information available to:   * Provide advice and guidance to the SGB Wellbeing and Protection Officer / Safeguarding Manager / Lead Officer in their management of a wellbeing and protection concern. * Offer an independent opinion to assist the SGB’s decision-making. * Make recommendations about any referrals required to statutory agencies. (Disclosure Scotland; Police; Social Work) * Ensure that the actions and decisions are in line with the SGB’s wellbeing and protection policy and procedures, and disciplinary processes. | |
| **Key Tasks**  A Group Member will:   * Confidentially receive details of a specific case or cases to review and consider appropriate actions. * Attend a group meeting comprising of each area expert to discuss and share perspectives. * Collaboratively reach agreement on advice, opinions, or recommendations to share with the SGB. * Collectively complete relevant electronic recording which is provided directly to the SGB with reasoning behind the advice, opinions, or recommendations. | |

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| **Training and support**  Volunteers are provided with all the training required to fulfil their role effectively and confidently. Induction training will be equivalent to 2 days (14 hours) over a combination of in-person and online content. The training covers the skills needed to use our confidential online platforms to review cases and attend meetings.  You will be provided with the relevant technology to receive the cases and attend online meetings.  Ongoing direct support is provided by CMSS project team members, with a named individual contact providing one-to-one and group reflection and learning spaces for all volunteer group members. | |
| **Specific requirements**   * An understanding of wellbeing and protection concerns for children and/or adults. * Expertise and experience in either HR, Law, Sports Governance, Safeguarding/Social Work/Mental Health or lived experience of reporting a wellbeing or protection concern in a sporting context. * Ability to assess and analyse information presented as a case for consideration. * Ability to listen and communicate effectively as part of a collective process. * Non-judgemental and respectful, with some knowledge of children’s and adult’s human rights. * Completion of a basic Disclosure Scotland check. * Access to Wi-Fi to support confidential access to electronic cases and attendance at group meetings. | |
| **Core requirements for all volunteer roles**   * A positive and realistic commitment to volunteering role * An understanding of, and commitment to, the values of Children 1st * Sensitivity to the needs of others * A self-assured and positive outlook * Responsible and accountable * A desire to learn and help others to learn | |
| **Time commitment**  On successful completion of the induction training, we ask for a minimum of one year’s commitment to include 8 – 10 hours per month which includes preparation time and group meeting attendance. In addition to this, volunteers are asked to attend one-to-one and group reflections, and ongoing training on a quarterly basis to support their development. Both meetings and ongoing training will be outwith normal working hours. | |
| **Out-of-pocket expenses**  Volunteers can claim reasonable out-of-pocket expenses for travel and costs incurred as part of the volunteering role. | |
| **Responsible to:** | Case Management Support Service Project Worker |
| **Location:** | Online group meetings, with occasional in-person training/meetings. |