



## Role Description: Here Hear Lead Champion

### Background

1 in 6 people will experience hearing loss in their lifetime. An older population and longer life expectancy contribute to social isolation within our communities especially among the elderly and those with hearing loss. Our church buildings provide an excellent opportunity to welcome and accommodate those with sensory loss to aid communication. The Hear Here Project seeks to address these issues by providing a safe and welcoming environment whilst also providing an essential service.

### Purpose

The Lead Champion oversee and organise the work of each Hear Here Clinic within their Parish. They are responsible for parish Hearing Champions and smooth running of each clinic session. The Lead Champion must also be a trained Hearing Champion.

*If Hear Here sessions are run by one person only, you are required to cover the Responsibilities and Duties of a Lead Champion except those marked with an asterisk.*

### Responsibilities and Duties

As Hearing Champion and in addition;

Volunteers:

- Recruit new Champions
- Support & oversee the work of Champions in the Parish Clinic. \*
- Ensure Champions are up to date with their training
- Liaise with PSO to make sure DBS checks and Safeguarding training is kept up to date

Running the Clinic

- Plan Clinics; book venues, advertise and publicise locally clinic dates, times and location
- Ensure sufficient volunteers are available for each clinic
- Ensure sufficient inventory of NHS supplies, PPE and tools are available.

Governance & record keeping

- Collect and report attendance to the administration volunteer on a monthly basis
- Keep records of client numbers and relevant details according to the PCCs GDPR policy.
- Hold and implement an up to date Risk Assessment for each Session
- Liaise with PCC to cover the expenses of non-NHS supplies.
- Report to the PCC at least annually at the APCM
- Seek support from Parish or Diocese as necessary should problems arise

### Key Relationships:

Diocesan	Parish
Project Lead	Parish Incumbent



Mission Enabler (Communities)	PCC Parish Safeguarding Officer All Saints Pastoral Vision Group Chair
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### Person Specification

As Hearing Champion and in addition;

- Able and willing to take a leadership role.
- Well organised, with an eye for detail and an understanding of the responsibilities that come with running a project.
- Enjoy working with people and be fully inclusive.
- Be computer literate with a working understanding of Word and email.
- knowledge and compliance with the relevant parish policies and how to access them if needed – through the relevant PCC member. These may include: GDPR, Safeguarding, Risk Management, lone working.

### **NB**

The ultimate responsibility for ensuring that the relevant governance and insurances are in place and that each volunteer has had the appropriate and up to date Training and checks rests with the PCC for the parish in which the clinic takes place.

Governance requirements may include, but are not limited to; Safeguarding, GDPR, Public Liability, Grievance, Lone Working, Disability and Inclusion, Diversity and Equality and Covid.

w: [www.cofeguildford.org.uk](http://www.cofeguildford.org.uk)

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