

## **VULNERABLE ADULTS OFFICER**

### **JOB DESCRIPTION & PERSON SPECIFICATION**

**Reporting to:** BAB Lead Safeguarding Officer

#### **Job Description:**

The post of Vulnerable Adults Officer is an appointed post. The purpose of the post is to support the Lead Safeguarding Officer to deliver a policy and programmes to safeguard vulnerable adults training under the BAB.

The duties and responsibilities, as will be identified by the LSO, include but are not necessarily limited to:

- Providing advice for the Executive Committee and General Meetings of the Board on all matters relating to the welfare of vulnerable adults
- Assisting the BAB and its membership to enable compliance with legal requirements relating to vulnerable adults..
- Developing the appropriate Vulnerable Adults Policy and associated procedures and guidelines
- Acting as a member of the BAB Case Management Group, in respect of all matters relating to vulnerable adults
- Deputising for the LSO in the absence of that officer, for any reason, on all matters relating to vulnerable adults.
- Acting as the initial point of contact for all member enquiries.

#### **Person Specification:**

- Direct experience/training of working in the field of vulnerable adults
- Good written and oral skills
- IT Literacy
- A knowledge of the art of Aikido would be an advantage, but is not essential