



Welfare and Wellbeing Support Coordinator (WWSC) Role Description

Employed role:	Welfare and Wellbeing Support Coordinator
Supported by:	National Welfare & Wellbeing Support Team
Safeguarding	Level 2 or above
DBS:	Enhanced DBS is essential to the role
Location:	Central Office/Home

ROLE DESCRIPTION

- Work with and be part of the Welfare and Wellbeing Support Team (WWST).
- Meet on a regular basis with the WWST.
- Keeping the RNA Welfare officer's data base up to date, this to include ensuring WWOs are in date for such things as DBS, Safeguarding and training etc.
- Sending "Welcome" letters to new WWO's to include RNA cards and hand-book once training has taken place.
- General Welfare & Wellbeing communications to Area/Branch WWOs
- Act as a central point of contact for Area and Branch WWOs.
- Act as a central point of contact for Welfare enquires and sign posting/hand-railing to Area Welfare officers or Branches.
- Help to deliver RNA Welfare Training at Area and Branch level.
- Visit Areas as and when required.
- Continually ensure that Area and Branches are kept informed to any updates or changes within the RNA.
- Support with Funeral guidance