

Appendix B

VOLUNTARY ROLE

CHAIR PERSON

4th August 2023

MAJOR TASKS

1. Examine areas where countryside access for the disabled can be improved, how this can be achieved and provide a project plan for the LAF's approval.
2. Work with the Rutland Countryside Access Forum on the Miles Without Barriers project, to enable it to be transposed to the Lincolnshire Joint Local Access Forum area.
3. Work with the Vice Chair on creating new or expanding existing projects from development to delivery.
4. Undertake the duties of the Vice Chair when the Vice Chair is not available.
5. Provide reports on the work undertaken and proposed by the Disability Sub Group to the Local Access Forum.
6. Liaise and assist the Vice Chair to manage the workload and resources of the Disability Sub Group.
7. Advertise vacancies for new and vacant roles in the Disability Sub Group.

ACTIVITIES

PERSON SPECIFICATION

Be a member of the Lincolnshire Joint Local Access Forum.

Have access and able to use a computer and printer for email, completing the site reports, sending attachments and scanning drawings and leaflet modifications.

Have access to and able to use Microsoft Excel and Word software.

Have a mobile phone.

Have a camera or a mobile phone camera.

Able to assist any member of the Sub Group, who requires assistance.

Confident in writing reports and speaking at the LAF meetings

Confident in communicating with other organisations that the Disability Sub Group needs to work with.

TRAINING PROVIDED

It is hoped that the Chair Person will initially take on the role of Vice Chair. The Vice Chair will work closely with the Chair to ensure they can carry out the tasks of the chair when the chair is not available.

EXPENSES

If there is a need to travel through this role, then expenses may be paid. This is dependent on the availability of finances in the Lincolnshire County Council budget. The Chair will ask if money is available for expenses prior to work being undertaken which involves travel or other duties relevant to the role. If authorisation is given a claim is made by the volunteer on Lincolnshire County Councils expense claim form. The claim is entered on the Disability Sub Group's expense log and then sent to Lincolnshire County Council for authorisation and processing.

RESPONSIBLE TO

The post holder is responsible to the Lincolnshire Joint Local Access Forum.

RESPONSIBLE FOR

The post holder is responsible for the Disability Sub Group.