

**R N I B**




See differently

# **Vice Chair of Regulated Services and Safeguarding Committee**



Information pack for candidates  
October 2021



# Welcome

RNIB is here to support blind and partially sighted people as we strive to live our best lives. We do it through services and through campaigning.

Safeguarding is central to the way we do business and it's everyone's responsibility at RNIB. It's a responsibility we have for everyone we are in contact with; a responsibility to all the customers who use our services, to our staff and to our volunteers and more. Anything less is unacceptable.

An integral part of this responsibility is ensuring we are all doing the absolute best we can do to make our approach to safeguarding the best it can be. Ensuring we have the right guidance, including policies and procedures, governance and resources in place is vital. It is also crucial we have the best people in place to oversee our safeguarding on RNIB's Regulated Services and Safeguarding Committee.

We are looking for a Vice Chair of the Committee who will help us ensure we can deliver the services which enable blind and partially sighted people to live our very best lives.

It's a challenge and a great opportunity as in a fast-moving world where blind and partially sighted people face unprecedented challenges, our services are evolving rapidly. As the coronavirus pandemic has unfolded, RNIB has needed to act fast and innovate, to get the individuals and

organisations who could help, to work with us to ensure blind and partially sighted people continued access to food and other essentials.

We have to be agile and we are constantly planning ahead, thinking about what is needed in a fast moving world, while making our contribution to the way that we all live now.

We are ambitious. Alongside our well-established work, such as transcription and library services, we want to ensure that we close the gaps in educational attainment, employment and health inequalities.

We are resolutely focused on the needs of blind and partially sighted people, so we need to ensure RNIB is staffed by the right people, working with the best volunteers, in a working culture that brings out the best in everyone.

Our approach to safeguarding defines that culture. So, in the critical role of Vice Chair of the RSSC Committee, like elsewhere in our organisation, we need the best.

RNIB stands side by side with blind and partially sighted people through every challenge. If you feel that you share our values and can help, we'd love to hear from you. This is a real opportunity to help us meet the challenge.

**Anna Tylor**  
Chair of Trustees, RNIB

# Our vision

RNIB's vision is to lead the creation of a world where blind and partially sighted people participate equally.

To help us achieve this, we need to equip blind and partially sighted people to live the life they want to lead and to innovate and improve conditions for them in society.

We will do this by fulfilling our purpose to break down the barriers for people with sight loss.

# Our priorities

Our priorities are front and centre of all we do. They have been shaped by the barriers blind and partially sighted people face. Our three guiding priorities are:

**Priority 1:** Equip blind and partially sighted people to live the life they want to lead.

**Priority 2:** Innovate and improve conditions in society so that blind and partially sighted people can live the life they want to lead.

**Priority 3:** Transform RNIB to be a catalyst for change.



# Our objectives

Each Priority has several objectives. Each objective covers an important aspect of that priority. They are not assigned to an individual directorate or team and will all require multiple teams, across directorates, working together to achieve them.

## Our 2021/22 objectives are:

**Priority 1** – Equip blind and partially sighted people to live the life they want to lead.

### Objectives:

- No diagnosis without support – enable more people to move more quickly from diagnosis to confidence through a more effective and digitally enabled sight loss pathway.
- Close the information gap – increase information access and control, particularly digital, by addressing cost, confidence, and capability at scale.

**Priority 2** – Innovate and improve conditions in society so that blind and partially sighted people can live the life they want to lead.

### Objectives:

1. Build on the goodwill of society to raise the understanding of sight loss in everyday life.
2. Design for anyone, better for everyone – achieve more accessible, inclusive, and usable mainstream environments and solutions.

**Priority 3** – Transform RNIB to be a catalyst for change.

### Objectives:

1. Work smartly – create an agile, professional, and customer-focused culture.
2. Value difference – embrace difference as an inclusive employer; understand and respond to the diversity of experiences of blind and partially sighted people from all communities and backgrounds.
3. Improve value for money – improve impact monitoring, control costs, and deliver a sustainable return on investment.
4. Excellence in all we do – work to the highest of standards, where good governance and compliance are the norm.





# Our 2021/22 areas of focus:

We must ensure we direct our resources and effort in the most impactful ways. This means being very clear about where we will invest to deliver our priorities and where we will not.

Through our 2021/22 business planning activities, we have injected renewed robustness, vigour and discipline into our approach. Our priorities have been shaped by customer insight from the start.

## **Our plans are ambitious, requiring investment in six key areas:**

- Brand and marketing to build on the goodwill of our supporters and the wider public.
- Innovation in products and services in partnership with tech companies, and systemic change with sectors such as the NHS.
- Individual giving and innovation in fundraising products.
- Customer programme – creating life-long relationships and supporters driven by customer insight.
- Strategic stakeholder engagement; and an organisation-wide approach to coordinating partnerships and stakeholder relationships to have maximum impact and deliver our vision.
- Development of our staff and volunteers.



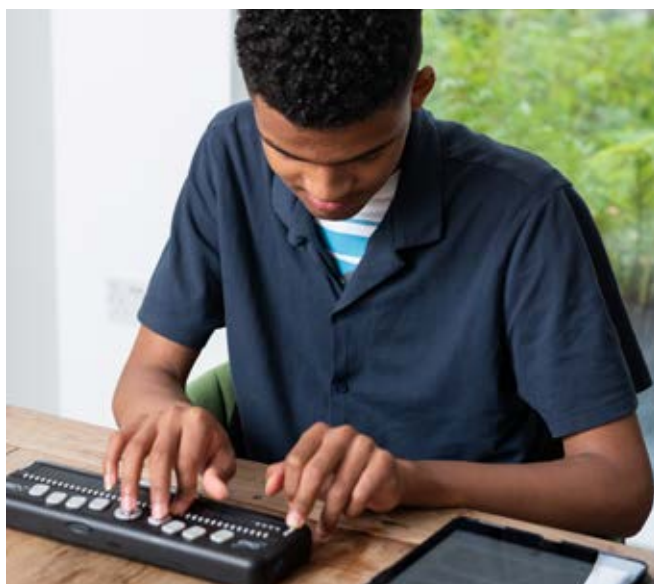
# Regulated Services and Safeguarding Committee

The RNIB Board of Trustees is seeking a Vice Chair for its Regulated Services and Safeguarding Committee (RSSC).

The Board of Trustees of RNIB has a legal duty to take reasonable steps to safeguard those connected with our organisation from harm. This includes:

- People who benefit from our work (our customers);
- Staff;
- Volunteers;
- Other people connected to our activities.

Safeguarding means the range of measures in place to protect people from abuse and maltreatment of any kind.



# Governance of safeguarding at RNIB

## Safeguarding is everyone's responsibility at RNIB.

The Board collectively is accountable for safeguarding at RNIB by ensuring it has reasonable assurance that the organisation is meeting its legal duty to safeguard those connected with it from harm, in line with the Charity Commission's: Ten actions trustee boards need to take to ensure good safeguarding governance:

- Ensure your charity has an adequate safeguarding policy, code of conduct and any other safeguarding procedures. Regularly review and update the policy and procedures to ensure they are fit for purpose.
- Identify possible risks, including risks to your beneficiaries or to anyone else connected to your charity and any emerging risks on the horizon.
- Consider how to improve the safeguarding culture within your charity.
- Ensure that everyone involved with the charity knows how to recognise, respond to, report and record a safeguarding concern.
- Ensure people know how to raise a safeguarding concern.

- Regularly evaluate any safeguarding training provided, ensuring it is current and relevant.
- Review which posts within the charity can and must have a DBS check from the Disclosure and Barring Service.
- Have a risk assessment process in place for posts which do not qualify for a DBS check, but which still have contact with children or adults at risk.
- Periodically review your safeguarding policy and procedures, learning from any serious incident or 'near miss'.
- If you work overseas, find out what different checks and due diligence you need to carry out in different geographical areas of operation.

Day-to-day management of safeguarding at RNIB is delegated to the CEO and staff appointed by the CEO, in particular the Director of People and Organisational Transformation and the Head of Safeguarding.

The Board Safeguarding Lead Trustee (BSLT) is a member of the Board and Chair of RSSC who has particular responsibility to support the Board of Trustees to meet its duties in respect of safeguarding.

Detailed oversight and assurance in respect of RNIB's safeguarding is delegated by the Board to the RSSC.

## **The purpose of this Committee is to:**

- Provide assurance to the Board of Trustees of RNIB on the safeguarding of all adults and children who are supported by, and work with RNIB;
- Oversee, champion and provide advice on RNIB's safeguarding policies and procedures and monitor safeguarding compliance; and
- Provide assurance and scrutiny of performance and risk for all RNIB's regulated services, including compliance with regulatory standards.

The Committee meets every two months. RNIB is currently undertaking a review of its Committee structure and will be reviewing RSSC's terms of reference in early 2022. It is hoped that the successful candidate will actively contribute to this and help shape the future RSSC.

The Vice Chair will support the work of the Committee and the Committee Chair (BSLT) in keeping abreast of safeguarding issues across the whole range of RNIB's work (including regulated services, fundraising, campaigning and volunteering) and will help to identify and manage safeguarding risks.

# The role of the Vice Chair of RSSC

## Responsibilities of the Vice Chair of RSSC

The Vice Chair of Regulated Services and Safeguarding Committee's (RSSC) key responsibilities are as follows:

1. To provide independence, challenge, and scrutiny to RNIB's safeguarding by attending RSSC meetings as a non-Trustee member and actively contributing to the delivery of its Terms of Reference.
2. To meet regularly with the BSLT and support them to deliver their role effectively by:
  - providing expert advice and guidance on safeguarding matters;
  - supporting them to carry out their duties, as requested;
  - supporting them to shape RSSC's role and membership going forward;
  - helping them to promote a positive safeguarding culture at RNIB and to champion this across the organisation; and
  - chairing the meetings where the BSLT is unavailable.
3. To support RSSC and the BSLT to proactively promote a robust forward safeguarding agenda by keeping abreast of safeguarding issues and horizon-scanning, and feeding this into forward agenda planning and driving debate in meetings.

4. As someone with specialised knowledge and training in respect of safeguarding, to act as an independent resource to advise, on request, the BSLT; RSSC; the Board; and management in respect of safeguarding matters.
5. If requested, to support the BSLT in respect of whistle-blowing matters brought to their attention.

## Accountability

1. The Vice Chair of RSSC's primary accountability is to the Board of Trustees.
2. Day to day accountability is to the BSLT, with a dotted line into the Chair of Trustees, with whom they should meet at least annually.

## Support and Training

The Vice Chair of RSSC will receive additional training on RNIB's organisation, policies and procedures. This training shall cover:

- RNIB's legal duties in respect of safeguarding, including governance;
- How RNIB implements these duties through its policies and operational procedures;
- Such other areas relating to the role as they may reasonably request.



## Person Specification

### Essential criteria

1. Substantial professional experience in safeguarding policy and practice at a senior level, ideally in an organisation similar in nature and size to RNIB.
2. Ability to build strong working relationships with stakeholders including Trustees, fellow RSSC members and staff.
3. Confident and effective communication and influencing skills, with a willingness to provide constructive challenge to peers and the Executive.
4. Ability to work effectively as part of a team that makes collective strategic decisions.
5. Ability to think strategically and analyse complex information and concepts.
6. Understanding of and commitment to the work of RNIB and the issues that it faces.

### Desirable criteria

1. Experience of safeguarding in the disability sector.
2. Experience of a non-executive role in another charitable or public sector organisation, for example, as a Trustee.
3. Knowledge of the statutory duties, responsibilities and liabilities of Trusteeship.

To find out more about our work, please visit our website at: [rnib.org.uk](http://rnib.org.uk) and [rnib.org.uk/about-rnib-what-we-do/our-strategy](http://rnib.org.uk/about-rnib-what-we-do/our-strategy)

To find out more about our financial status and the most recent annual review: [rnib.in/Annual-Review-and-Report](http://rnib.in/Annual-Review-and-Report)



# Our commitment to diversity and inclusion

RNIB is committed to developing and maintaining a Board and Committees that are truly representative of our UK-wide customer base; demonstrating diversity with regard to gender identity, ethnicity, religion, sexual orientation age, disability and geography. RNIB is committed to ensuring its Board and Committee membership include the depth and breadth of both professional and personal experience required to provide the organisation with the strategic direction and scrutiny required for it to succeed.

As an organisation led by blind and partially sighted people, candidates with lived experience of sight loss are critical to our governance and are particularly encouraged to apply.

We will provide the following:

- Paying for travel costs incurred in the course of attending interviews and meetings.
  - Making any reasonable adjustments – for example ensuring we have British Sign Language interpreters organised in advance if you would like them.
  - Providing this document in a Word document format readily available to download.
  - Offering a guaranteed first stage interview for disabled candidates who meet the minimum requirements for the role.
  - Induction provided for all appointed Non-Trustee Members of Committees.
  - Training and development sessions provided relevant to your role.
- If there is anything else you're concerned about or think we could provide, please let us know.
- Candidates must be aged 16 or over and resident in the UK.
  - Candidates must not be employees of RNIB.
  - Shortlisted candidates will be subject to written references and Disclosure and Barring Service (DBS), Protecting Vulnerable Groups (PVG) and/or Access Northern Ireland checks prior to formal appointment.
  - Candidates will be required to sign the RNIB Professional Code of Conduct.

## Minimum time commitment

- The RSSC Vice Chair will be expected to prepare for and attend all RSSC meetings which are currently held every two months. Meetings are held during office hours and last approximately three hours. All meetings in 2021 have been held via Microsoft Teams, however, we expect that they will also be held in person at some point in the near future, COVID-19 considerations being taken into account. Most, but not all, in-person meetings are held in London at our offices near Kings Cross.
- The Vice Chair will also be expected to take part in additional meetings with the BSLT and other colleagues. These are likely to be a mix of Microsoft Teams and face to face meetings, by mutual arrangement.

In all, the Vice Chair is expected to commit between 20 and 25 days per year to RNIB business including six committee meetings, the reading time required for these and meetings with the Board Safeguarding Lead Trustee and other colleagues.

## Term of appointment

1. The term of appointment will be for up to three years renewable.

## Remuneration

Non-Executive roles at RNIB are usually voluntary and unremunerated. However, it is important that anyone is able to access this role, and that we attract the best candidates. We would therefore consider making this a paid consultancy role. Please state in your application whether you would be interested in this as a paid consultancy role, or as a voluntary position.

Reasonable expenses, such as those incurred in travelling to meetings, are payable in line with RNIB's standard expenses policy.



# How to apply

We ask that your application consist of the following three documents:

- A supporting statement, which addresses and provides evidence against the criteria set out in the person specification. The supporting statement provides you with the opportunity to explain your motivation for applying, as well as highlighting how your experience and achievements fit with the requirements of the role. As such, it is an important part of the application process. Please also include a note stating whether you are interested in taking on this role as a paid or voluntary position.
- A copy of your CV.
- Our diversity monitoring form should also be completed and returned. The information you provide in this form will not be shown to the Selection Panel and will play no part in the assessment of your application.

All documents should be emailed to Melissa Baxter at Russam, the agency handling the recruitment process for RNIB. Melissa's email is **melissa.baxter@russam.co.uk**. Please put your name in the subject field of the email.

For an informal discussion about the role or the process, please contact Melissa on email or call on: **07789 985 229**.

Download the job description at: **rnib.in/VC-RSS**

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## Timelines

### Closing Date:

9 November 2021

### Preliminary interviews with agency:

w/c 22 November 2021

### Shortlisting:

w/c 6 December 2021

### Interviews with RNIB:

w/c: 3 January 2022

# RNIB

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