



Fixing the Big Issues for Disabled People in Buckinghamshire

Charity No 1102511

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Registered Address (no callers): BuDS, c/o B P Collins LLP,
20 Station Road, Gerrards Cross, Buckinghamshire, SL9 8EL



Employee Role Description

Disability Hate Crime Officer

Hours:	10 hours per week (Flexible working hours)
Pay rate:	£12.50
Start date:	3 rd January 2023
Duration:	12 months
Location:	Home based using MS Office 365 and Teams
Reporting to	HR & Project Manager
Role Purpose:	To support the Fair4All Attitudes and Hate Crime project, which includes disability hate crime victim support and third-party reporting services

Role Purpose:

Disabled people are sometimes subject to abuse, insults or physical violence because of their disability. BuDS' Fair4All Attitudes & Hate Crimes project confidentially supports victims of disability hate incidents, helps them to report incidents to the police if they wish to do, and works to educate and campaign about disability hate crime.

The Fair4All Attitudes & Hate Crimes project is intended to be led and staffed by BuDS volunteers with the support of the Disability Hate Crime Officer.

Specific Responsibilities:

With strong support of the Project Manager, and as part of the Attitudes and Hate Crime Project team:

- Become familiar with the issues and facts relating to disability hate crime and attitudes to disability in Bucks
- Become familiar with the partners and structures relevant to disability hate crime in Bucks
- With the volunteer coordinator, support project team members to deliver their work and to volunteer effectively. Support the recruitment, induction and training of project team volunteers
- Help establish the DHC victims support service and DHC third-party reporting service, building on the work already done, and working with partners including Buckinghamshire Council and Thames Valley Police
- Help establish and support the DHC awareness project, including creating polls for disabled people across Buckinghamshire and Oxfordshire and creating reports and articles based on the polls
- Create, and support the creation of, articles and graphics for the BuDS website and social media
- Ensure close working with partners including Community Safety Partnership members
- Ensure statistical and other information required by Trustees or funders is collected
- Take part in training and other learning opportunities relevant to the role
- Report back to the team and your manager, including compiling the monthly Trustee progress report

Person Specification

- Strong organisation skills with the initiative to prioritise your work
- Working knowledge of using MS Teams (training will be given if needed)
- Ability to maintain confidentiality and keep private information to themselves, especially relating to victims
- Strong empathy and appropriate relationship building
- Excellent communication skills both orally and in writing
- Understanding of safeguarding and its importance
- Ability to work comfortably and effectively with a wide range of people, organisations and networks
- Understanding and appreciation of the Social Model of disability – see <https://buds.org.uk/the-social-model-of-disability/>

BuDS is an equal opportunity organisation and disabled people are particularly encouraged to apply for this role.

BuDS is committed to safeguarding all those with whom it works. This post will involve unsupervised work with potentially vulnerable adults and children, and/or their records, and so this post will be subject to an enhanced DBS check on appointment. This will be arranged and paid for by BuDS. Character and employment references will also be taken up.