

The Local Care Officer

The Local Care Officer (LCO) will form a 'region of effectiveness' within the charity system.

His prime function will be to assist the lodge Almoner in his work by passing on advice and information. He will be in immediate contact with a new lodge Almoner to ensure that all records of widows, brethren and dependants, who may be receiving masonic relief, are correctly in place. The Local Care Officer will also advise the new Almoner concerning those social benefits available and, if required, to apply for masonic relief.

It would be considered beneficial for the Local Care Officer to organise meetings of Almoners, operating within his area, to enable them to ask questions and seek further advice concerning the system and its effectiveness. The meetings could also be used to pass on information concerning possible changes in the systems of social benefits and masonic relief. He will also assist in the conducting of local surveys in order to establish the better residential and nursing homes available, including Abbeyfield and similar charities.

Whenever required, he will be expected to attend those West Lancashire charity meetings considered appropriate and particularly the AGM of the West Lancashire Freemasons' Charity. It will also be the responsibility of the Local Care Officer to maintain a stock of application forms and registers of charitable activity within the area. These will include a record of every grant made from charitable sources, details of dependent brethren and widows on the books of lodges in his group, together with any unattached brethren who may have recently resigned.

He should liaise with the Group Chairman on appropriate matters, without putting at risk the essential confidentiality of individual cases under his control or guidance.

The work of a Local Care Officer will be demanding, and it would not be advisable for the successful applicant to be involved in other activities such as fund raising, etc.

The post of Local Care Officer is a Provincial appointment and the successful applicant will be a member of the Chorley and District Group Team. He will be expected to attend and report at twice yearly Group Team meetings and Group meetings.

The Local Care Officer reports to and is assisted in his work by the Regional Care Officer (RCO)