

CLUB WELFARE OFFICER – TEMPLATE ROLE DESCRIPTION

This is a volunteer agreement for the role stated below and is not intended to be a legally binding contract of employment. The club will pay the volunteer out of pocket expenses and provide suitable training as required. The club will also carry out adequate risk assessments and treat volunteers in accordance with its equal opportunities policy. Volunteers agree to follow the rules and policies of the club and are requested to do their best to meet time commitments, giving adequate notice if this is not possible.

ROLE TITLE: Club Welfare Officer

RESPONSIBLE TO: The Club Management Committee / Chair

SKILLS REQUIRED:

- ✓ To be able to establish a rapport with young or vulnerable people
- ✓ To have maturity, patience and perseverance
- ✓ Able to keep matters confidential
- ✓ Basic administration and record maintenance
- ✓ Able to ensure policy and procedures are effectively implemented and maintained
- ✓ Prepared to make a regular time commitment

ROLE PURPOSE:

To assist the club to put in place policies and implementation plans for child protection, equity and welfare.

MAIN TASKS:

- 1) To be the first point of contact for club staff, volunteers, young people and parents for any issue concerning child welfare, poor practice or potential/alleged abuse.
- 2) Ensure that all incidents are correctly reported and referred out in accordance with BG guidelines.
- 3) Ensure that all relevant club members have the opportunity to access appropriate child protection training.
- 4) Ensure that BG procedures for recruitment of staff and volunteers are followed and all appropriate existing staff or volunteers have up-to-date criminal records disclosures.
- 5) Maintain local contact details for social services, police and area child protection committees (ACPC).
- 6) Ensure that codes of conduct are in place for club staff and volunteers, young people and parents.
- 7) Sit on the club management committee to advise on welfare issues.
- 8) Ensure confidentiality is maintained and information is only shared on a "need to know" basis.

ESSENTIAL QUALIFICATIONS:

- Child Protection Awareness (BG, Home Country, scUK, Area Child Protection Committee training or recognised training with another NGB)
- Child Protection in sport "Time to Listen" training

RECOMMENDED TRAINING:

- BG Child Protection Implementation training
- BG Club Management Awareness module (includes equity training)
- A Club for All (equity training)

SIGNATURE:.....(Welfare Officer)

Date:.....