



Role Outline

Club Welfare Officer

Role Overview

The Welfare Officer's primary role is to promote the club's policy and procedures for the protection and wellbeing of children and vulnerable adults. They will advise and support the club officers and committee to implement UKA and England Athletics' welfare policies and procedures.

Role Key Elements

- The distribution/display of leaflets/codes of conduct to members, parents and young people.
- Advise on the development of activities for young people and vulnerable adults within the club.
- Support the registration of all personnel involved in activities for young people and vulnerable people within the club (DBS checks).
- Act as the initial point of contact for parents/carers and young people to receive, record and pass on to the UK Athletics Safeguarding Team, any concerns relating to the welfare of young people and vulnerable adults.
- To respond to any concerns regarding child protection and to ensure that all coaches/officials/ volunteers have completed DBS and Independent Safeguarding Authority checks as required.
- Attend committee meetings.
- The Welfare Officer should have attended Safeguarding and Protecting Children Training and Time to Listen Training for Club Welfare Officers within the last 3 years.

Personal Attributes

- Approachable and friendly
- Good listener/effective communicator
- Confident, with good leadership skills
- Great organisational skills
- Enthusiastic and a good motivator
- Knowledge of child protection policies and procedures and Criminal Records checks
- Knowledge of the Data Protection Act
- Ability to deal with confidential matters
- Tactful when dealing with sensitive issues