

JOB DESCRIPTION

Club Welfare Officer

This role is essential in providing a first point of contact for children, parents and adults within the club who have a child safeguarding or welfare concern.

- Have an adult/child-centred approach to the welfare and wellbeing of members.
- Have basic administration and record-maintenance skills.
- Excellent communication skills.
- Have confidence when referring cases externally.
- Have the ability to ensure policy and procedures are effectively implemented.

What do we and the club expect from you?

- Assist the club in implementing Wavepower, Swim England's Child Safeguarding Policy and Procedures document.
- Be the first point of contact for club staff, volunteers, young people, and parents for any issues concerning adult/child welfare, poor practice or potential or alleged abuse.
- Ensure that all incidents are reported correctly and referred, in accordance with Wavepower.
- Act independently and in the best interests of an adult/child at the club, putting their needs above that of others and the club itself.
- Ensure that all relevant club members, volunteers and staff have an up to date DBS Enhanced Disclosure (this should be updated every 3 years) and the opportunity to access appropriate child safeguarding training.
- Ensure that Codes of Conduct are in place for club staff, volunteers and competitors.
- Ensure confidentiality is maintained and information is only shared on a 'need to know' basis.

Level of commitment required

As a minimum, attendance at club meetings and dedicated time should any adult/child protection concerns be raised.

What support can you expect from Swim England?

- Access to resources and guidance via the 'Club Hub'.
- Direct contact with and support from the Swim England Club Development Officers.
- Direct contact with and support from the Swim England Safeguarding Team.

What will you gain from the experience?

This is a hugely important role requires the individual to take-on a certain level of responsibility to the club's members. As well as your ability to ensure Swim England's safeguarding policies and procedures are implemented and adopted within the club, it is an opportunity to take on a new challenge and support the welfare of its members.