



Role Outline: Welfare Officer

The Welfare Officer's role is to promote the club/organisation's policy and procedures for the protection of children and vulnerable adults.

Responsible to: Committee

Responsible for: (as appropriate)

Main Duties <small>(NB If you club has a sport specific Child Protection Policy, these duties should be revised to be in line with it)</small>	Skills Required
<ul style="list-style-type: none"> • The distribution/display of leaflets/codes of conduct to members, parents and young people • Advise on the development of activities for young people within the club/organisation • Support the registration of all personnel involved in activities for young people within the club/organisation (CRB checks) • Receive, record and pass on to the NGB Child Protection Officer, any concerns relating to the welfare of young people and vulnerable adults • Attend committee meetings. 	<ul style="list-style-type: none"> • 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

The Commitment we are looking for

Meetings are held at a location suitable for the committee. The AGM is held in April each year. The term of office is 1 year starting 30th April. You need to have your own IT equipment.

Our Commitment to you

We pay your expenses in accordance with our expense policy. Where possible, mentoring and/or training is made available. We will provide you with our past records and filing facilities, as appropriate.

Other Resources Available

The runningsports website (www.runningsports.org) has useful resources including Quick Guides, along with other downloadable Role Outlines, Top Tips, and information on available training including workshops and workbooks. Alternatively telephone the runningsports Hotline on 0800 363373.

Also check out the following websites for other available resources

Sports Coach UK	www.sportscoachuk.org	Child Protection Unit	www.thecpsu.org.uk
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Criminal Records Bureau	www.crb.gov.uk	Coachwise 1 st 4Sport	www.1st4sport.com
For Data Protection	www.ico.gov.uk		

This is one of a series of adaptable templates which allow you to develop your own role outlines that best suit your organisation. Some fields are shown (*in brackets*) for you to complete, edit or delete as appropriate to your needs.