



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.

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 (CRB checks)
- Act as the initial point of contact for parents/carers and young people to 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.

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