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| ORGANISATION: | S-FACTOR ACADEMY |
| ROLE TITLE: | WELFARE OFFICER |
| RESPONSIBLE TO: | COMMITTEE/BOARD |
| ROLE DESCRIPTION: | <ul style="list-style-type: none"> • Ensure that all club helpers/officers/coaches complete a volunteer recruitment form. • Receive and advise on reports or disclosures from club member. • Work with England Athletics and partners when requested to ensure DBS process is in place. • Initiate action, ensuring that all appropriate persons have been contacted. • Inform the EA/Home Country Welfare Officer of any cases of misconduct that may involve child abuse. • Maintain up to date knowledge of welfare and child protection issues with support from UKA/Home Country. • Refer all media enquiries about suspected or reported abuse or poor practice to EA/Home Country. • To attend all club meetings as required and appropriate. • To inform the Management committee in advance of any meetings that cannot be attended |
| SKILLS/QUALIFICATIONS/EXPERIENCE: | <ul style="list-style-type: none"> • Good listening skills and a sympathetic approach • The ability to make good working relationships with pupils, parents, teachers and other professionals • An understanding of the law relating to education and childcare • A calm approach to confrontational situations • Accurate record-keeping skills and the ability to write detailed reports • Team-working skills |