



JOB DESCRIPTION

JOB TITLE: Club Welfare Officer

LOCATION: Sandbach Community Football Centre, Hind Heath Rd, Sandbach, CW11 3LZ

POSITION: Committee member responsible to the Executive Committee & Trustees

PURPOSE OF ROLE

- To be clear about the club responsibilities when running activities for children and young people
- To help club personnel understand their duty of care towards children and young people on a day-to-day basis
- Assist in recruitment of club personnel and volunteers, including the processing of DBS applications
- Promote the FA Respect Programme and other welfare initiatives
- Communicate effectively with managers and parents
- Be the first point of contact for any welfare issues
- To review the clubs safeguarding policy annually

DUTIES AND RESPONSIBILITIES

- Ensure all volunteers are DBS checked
- Help promote best practice across the club
- Review the WGS and ensure manager and qualifications are up to date
- Ensure Managers maintain all certification and are qualified to coach
- Monitor incidents of poor behaviour and liaise accordingly with the committee
- Produce monthly reports to present to the Executive Committee outlining monthly progress, issues and main points of focus

QUALIFICATIONS (training can be provided)

- FA Safeguarding Children and Welfare Officer Workshop
- Committee Safeguarding Certificate
- Enhanced DBS Disclosure