

## triathlonscotland Club Welfare Officer

### Role Description

The Club Welfare Officer helps ensure that welfare concerns within the club are met and is the main contact with **triathlonscotland** and other agencies on welfare issues.

The Club Welfare Officer's main functions include:

- Acting as the main contact within the club for the protection of children and vulnerable adults.
- Implementing and promoting **triathlonscotland's** welfare, health and safety, and disciplinary policies and procedures and codes of conduct (see **triathlonscotland's** website or contact Director Athlete Welfare for copies of policies and templates).
- Implementing and promoting the club's Child Protection Policy and procedures.
- Identifying and addressing training needs relevant to the post (For example, attending 'Safeguarding and Protecting Children' and 'In Safe Hands' courses. Links to these courses and other training opportunities are listed on **triathlonscotland's** website).
- Attendance at any **triathlonscotland** welfare officer meetings, as required.
- Regularly reporting to the club committee.
- Communicating with **triathlonscotland's** Director of Athlete Welfare.
- Establishing contacts with statutory (e.g. Police, Social Services) and voluntary agencies (e.g. children 1<sup>st</sup>).
- Being familiar with **triathlonscotland's** reporting procedures (for reporting concerns)
- Reporting cases, concerns and action taken to **triathlonscotland's** Director of Athlete Welfare.
- Local confirmation of identity for Disclosure Scotland checks.
- Identifying club personnel in 'regulated work' with children or vulnerable adults and informing the Director Athlete Welfare/Sport Development Officer that Disclosure checks are required for those individuals. To work out what is regulated work, discuss with the Director Athlete Welfare or refer to the Disclosure Scotland guidance: [http://www.disclosurescotland.co.uk/guidance/infoforindivid/chap2\\_regulatedwork/index.html](http://www.disclosurescotland.co.uk/guidance/infoforindivid/chap2_regulatedwork/index.html)).

### Person specification

- Must be a **triathlonscotland** member
- Must be (become) a committee member of the club
- Will have/willing to develop an understanding of welfare issues; health and safety, child protection, ethics, equity, vulnerable adults, disabled people, and the sensitivity to manage any welfare issues that may arise.
- Ability to communicate effectively with different groups and individuals.
- Supportive of **triathlonscotland's** policies and procedures.
- Understand the concept of confidentiality and its boundaries.
- Ability to follow procedures, recognising when advice is needed and that over reliance on individual judgement or isolated working is not appropriate.

- Willingness to challenge poor practice and those who fail to comply with policy and procedures.
- Willingness to complete self disclosure, Disclosure Scotland and reference checking prior to appointment in post.
- Will abide by triathlonscotland's volunteers' code of conduct.
- Have or be willing to undertake training in the following areas;
  - Safeguarding and protecting children (Local authority course on good practice in safeguarding)
  - In Safe Hands (Children First course specifically for Club Welfare Officers)
  - PVG legislation

Key skills and characteristics;

- Enthusiastic, motivated individual
- Warm, friendly disposition.
- Interest in working with children and young people, parents and groups outwith traditional triathlon demographics.
- Excellent communication skills.
- Access to internet, PC and email, basic computer literacy.