

Committee Role Descriptor: Wellbeing Officer & Assistant Wellbeing Officer



Role Titles:	Wellbeing Officer Assistant Wellbeing Officer
Responsible To:	The Club Committee
Accreditations	<ul style="list-style-type: none"> • Must be a Triathlon Scotland member. • Must be a committee member of the club. • Must meet virtually with Triathlon Scotland to go through induction. • Completed Triathlon Scotland Self Declaration Form. • Triathlon Scotland's volunteers' code of conduct. • Reference checking prior to appointment in post. <p>Youth Wellbeing Officer additional:</p> <ul style="list-style-type: none"> • Child Wellbeing & Protection in Sport Course (CWPS) must be completed prior to CWPO course. • Child Wellbeing & Protection Officer (CWPO) Training • Complete PVG check
Skills:	<ul style="list-style-type: none"> • Good organisation skills. • Strong leadership and management skills. • Reliable, trustworthy and an effective communicator. • Strong listening skills and the ability to deal with sensitive situations with integrity and confidentiality. • Ability to follow procedures and to know when to seek advice and not rely solely on own judgement. • Approachable and friendly <p>Youth Wellbeing Officer additional:</p> <ul style="list-style-type: none"> • Experience of working with children
Main Duties:	<p>Liaising with Club members</p> <ul style="list-style-type: none"> • Act as the main contact within the club for any wellbeing related queries • Ensure club is complying with the Triathlon Scotland Wellbeing & Protection Policy, procedures, and ensure that athletes and volunteers are training / competing / working within a safe environment. • Encourage good practice by promoting and championing Triathlon Scotland policy and procedures. • Raise awareness of the Club Wellbeing Officer role and relevant Code of Conducts to all involved in the club. • Willingness to challenge poor practice and those who fail to comply or breach policy and procedures. • Manage Club Workforce database with up-to-date details on coaches qualifications, CPD and membership status <p>Youth Wellbeing Officer additional:</p>

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	<ul style="list-style-type: none"> • Signpost appropriate training for all adults working/volunteering with children in the club e.g. CWPS Courses <p>Liaising with Club Committee</p> <ul style="list-style-type: none"> • Implement and promote Triathlon Scotland's wellbeing, health and safety, and disciplinary policies and procedures and codes of conduct. • Liaise closely with Club volunteers/staff, ensuring that agreed procedures for the prevention of risk are followed. • Counsel/advise club on matters of relevant policy. • Conduct the administrative work associated with processing information on new and volunteers/staff. <p>Youth Wellbeing Officer additional:</p> <ul style="list-style-type: none"> • Counsel/advise club on matters of policy relating to child protection. <p>Liaising with Triathlon Scotland</p> <ul style="list-style-type: none"> • Attend Triathlon Scotland Wellbeing Officer Quarterly Meetings to ensure understanding and development in role. • Willing to develop an understanding of welfare issues; health and safety, ethics, equity, vulnerable adults, people with disabilities, and the sensitivity to manage any wellbeing issues that may arise. • Conduct the administrative work associated with processing information on new and volunteers/staff. <p>Youth Wellbeing Officer additional:</p> <ul style="list-style-type: none"> • Communicate with Triathlon Scotland Signatory to ensure club personnel in 'regulated work' with children or vulnerable adults is up to date. • Report cases, concerns and action taken to Triathlon Scotland Child Wellbeing & Protection Officer. <p>Understanding Policy</p> <ul style="list-style-type: none"> • Respond appropriately to concerns that relate to the wellbeing of an adult. Maintain confidential records of reported cases and action taken. • Be familiar with Triathlon Scotland's reporting procedures. • Implement and promote Triathlon Scotland's wellbeing, health and safety, and disciplinary policies and procedures and codes of conduct. <p>Youth Wellbeing Officer additional:</p> <ul style="list-style-type: none"> • Respond appropriately to disclosures or concerns that relate to the wellbeing of a child. Maintain confidential records of reported cases and action taken. • Be familiar with Triathlon Scotland's reporting procedures (for reporting concerns and Making Referrals). <p>Relevant Policies</p> <ul style="list-style-type: none"> • British Triathlon Code of Ethics
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	<ul style="list-style-type: none"> • British Triathlon Disciplinary Policy • British Triathlon Safeguarding Disciplinary Policy • Safeguarding Adults at Risk Policy • Coaches Code of Practice • British Triathlon Coaching Guidelines • Equality and Diversity Policy • Transgender Policy <p>Youth Wellbeing Officer additional:</p> <ul style="list-style-type: none"> • VSDS PVG Safe Handling Data Policy • VSDS Making a Referral Policy 			
Assistant Wellbeing Officer Role	<p>This role is recommended for 2023/2024 ahead of formal introduction in 2024/2025.</p> <ul style="list-style-type: none"> • Accreditations as above. • Provide administration support for the Wellbeing Officer in their role in the work areas above. 			
Signatures:	Wellbeing Officer:		Date:	
	Wellbeing Assistant		Date:	
	Secretary:		Date:	