



MORPETH TOWN JUNIORS

ROLE DESCRIPTION

CHILD WELFARE OFFICER

Purpose of the Position

The main purpose of this role is to work with club officials, particularly the youth team coaches/ managers to ensure they are carrying out their duty of care when running football activities for children. Importantly you will be a point of contact for the children if they have any concerns about the way they are being treated.

The role involves ensuring the club as a whole operates a safe environment and demonstrates the required practices as detailed in the club's FA approved policies.

Responsibilities & Duties

General

- A passion for child sports & grassroots football.
- Always place children's welfare first, escalate any concerns to the Club Welfare officer.
- Operate within the rules and spirit of the club's constitution, code of conduct and active policies.
- Consistently behave as a positive role model, gaining the respect and trust of the children's parents and people you work with.
- Work proactively with other club officials to develop a first class club.
- Promote the club's policies and those of the FA.
- Be an elected member of the clubs Executive Committee.

Role Specific

- Assist the club in ensuring that it's Safeguarding Policy is enforced and all its responsibilities to safeguard children and vulnerable people are met.
- Be familiar with and promote the FA's best practice policies on safeguarding, ethics and behaviour and be familiar with legislation for child protection, showing a commitment to keeping the training and qualifications of club volunteers up to date.
- Be the first point of contact for club volunteers, young people and parents for any issue concerning child welfare, poor practice or potential / alleged abuse.
- Be the first point of contact with the Welfare Officer for Northumberland FA and other relevant local services.
- Be first point of contact for other clubs' Welfare Officers.

- Ensure that all incidents are correctly reported and dealt with efficiently and effectively.
- Ensure that all relevant club members and volunteers have an up-to-date DBS check and keep accurate records of such checks. Ensure all relevant club members and volunteers complete the appropriate child protection training.
- Ensure that codes of conduct are in place for club volunteers, coaches, players and parents.
- Attend Morpeth Town Juniors Committee meetings to advise on child protection issues as necessary and attend league and County FA meetings when appropriate.
- Ensure confidentiality is maintained and information is only shared on a 'need to know' basis.
- Liaise with club secretary and other members of child welfare team to investigate any disciplinary matters and report back as required – liaising with individuals involved.
- From time to time attend individual squads training sessions / matches to ensure good practices are maintained or at the request of coaches.
- Prepare and deliver talks / presentations to individual squads as required.

Ensure the Executive Committee functions properly.

The club Welfare Officer should support the club chairperson to ensure the club's committee functions properly (see role description for club chairperson), but be in a position to quickly communicate information about all welfare matters and report back on any specific incidents / practices that have required attention.

To represent the organisation

- Advocate and promote the club in the local community.
- Positively encourage and enthuse members of the club to get involved in activities and take responsibility for their actions.

Essential Requirements

- Must hold or be able to hold a club Disclosure & Barring Service (DBS) Enhanced Criminal Record with Children's Barred List check before appointment at the clubs AGM.
- Undertake a 'Safeguarding for Committee Members' qualification via the FA (a 1-hour online course).
- Undertake the FA's Welfare Officer's course (2-hour online course).
- Undertake the FA's Safeguarding for Children (2-hour online course)

Desirable Requirements

- Experience in working within youth football or a similar organisation.
- Understanding of club administrative routines.

Essential qualities or behaviours

- Good written and verbal communication skills.
- High levels of organisation and commitment.

Desirable qualities or behaviours

- Commitment to promotion and ensuring the best interest of Morpeth Town Juniors are always protected.
- Attention to detail.

How much time will I need to give to the role?

Assuming the club get the correct structure in place, the role is primarily one of managing the welfare practices. A commitment of 3-4 hours per week should suffice, but occasional one-off time might be required to investigate specific incidents.