

Role Outline:	Welfare Officer
Responsible to:	Club Committee

A supportive and positive environment in which vulnerable adults can enjoy athletics safely is vital. You'll provide leadership in the safeguarding of vulnerable adults within the club and act as a key point of contact for anyone needing to support or guidance. You will also need to maintain relationships with the UK Athletics welfare team. You'll report to the club committee. Annually you will have to undertake an appropriate safeguarding course. It is recommended that this role is carried out by two people, one male and one female.

Ideally, you'll need to be:

- Empathetic and most importantly approachable;
- Objective but understanding;
- Attentive to detail;
- Resilient and determined;
- Rationale and not quick to jump to conclusions;

What you will do:

- Implement the Athletics Welfare Policy and Procedures in conjunction with UKA and Welsh Athletics policy;
- Make sure everyone understands the UKA or Welsh Athletics Accredited Clubs (Clubmark) Codes of Conduct;
- Be visible and approachable to all club members and post your contact details on club notice boards, the club website, in your club welcome pack and in newsletters;
- Develop a system to ensure all individuals working with young people undertake a CRB application every three years and hold an ISA – registration;
- Ensure that all safeguarding issues and incidents are reported promptly to UKA;

How much time will it take?

This role in most cases takes up very limited time, it's important that as a welfare officer you are seen at the club and people know who you are. Where issues arise it is important that you can give it your full attention, this may take up further time –but hopefully this is very rare (if at all).

What you'll get out of it:

The sense of achievement from contributing to the effective running of your club.