

Welfare Officer Job Description

Job Title:	SENW Regional Welfare Officer
Department:	Swim England North West
Reporting To:	SENW Ltd Regional Board of Directors
Location:	Home Based – Volunteer Position
Job Purpose:	To provide support to clubs and Welfare Officers in the North West Region as and when required or on the request of the Swim England Safeguarding and Welfare Team.

Who are we looking for?

- You will have a working knowledge of Safeguarding/Welfare within aquatics or another field
- You will have an athlete-centered approach.
- You will have basic administration and record-maintenance skills.
- You will have excellent communication skills.
- You will have confidence when referring cases externally.
- You will have the ability to ensure policy and procedures are effectively implemented.

What does Swim England North West expect from you?

- Raising awareness of and assisting Club/County Welfare Officers in implementing Wavepower.
- Assisting the Club/County in putting plans in place for safeguarding.
- Maintaining contact with Club and County Welfare Officers to ensure that all relevant Members, volunteers and staff have a DBS check if appropriate, and the opportunity to access appropriate Safeguarding training.
- Ensure that Wavepower procedures for the safe recruitment of staff and volunteers are followed by Clubs and Counties.
- Be aware of, and have a note of contact details of Police, LADO, MASH Team, safeguarding partners and the Swim England Safeguarding and Welfare Team.
- Sit on, or being in attendance as necessary, the Regional Board of Directors Meetings to advise on Safeguarding issues.
- Ensure confidentiality is maintained and information is only shared on a 'need-to-know' basis.
- Ensure awareness of your role and contact details by Welfare Officers in the Region
- Be available to assist clubs in your Region as requested, and monitor/review Club arrangements for safeguarding children/adults as requested by the Swim England Safeguarding and Welfare Team.

Level of Commitment required

This will vary and will the ability to respond promptly and need dedicated time should concerns be raised by a club or county.

- Completion of the UK Coaching SE Welfare Officer Training (Time to Listen) every three years.
- In date enhanced DBS Check (with barred list) for the role of Welfare Officer – every three years
- Completion of Swim England Safeguarding training course – every three years.

What support can you expect from Swim England/Swim England North West?

- Access to resources and guidance via the 'Club Hub'
- Direct contact with and support from the Swim England Safeguarding Team

What will you gain from this experience?

This is a hugely important role which requires the individual to take-on a certain level of responsibility to the Region's members and be available to support Club Welfare Officers from across the North West Regional Clubs. As well as your ability to ensure Swim England's safeguarding policies and procedures are implemented and adopted within the North West Regional Clubs, it is an opportunity to support the welfare of the Region's members