October 2023

Dear applicant,

**Sport Welfare Officer**

Thank you for your interest in this role with Active Humber.

In response to your enquiry about the above vacancy, I am pleased to provide the following information:

* Job description and person specification
* Application form
* Information on the application process
* Details of our hybrid working arrangements
* Applicant privacy notice

Our vision for the Humber is that it is a place where everyone, every day is physically active, for themselves, their community and the planet.

As the Active Partnership for the Humber region, our purpose is to help people of all ages and backgrounds to improve their health and wellbeing by taking part in physical activity and sport.

This is a new role for Active Humber and is part of a national project co-designed by Sport England, National Governing Bodies of Sport, (NGBs) the Child Protection in Sport Unit, Ann Craft Trust and the Active Partnership Network. The role covers the Humber region but will also be part of a national network of officers across the country.  Our intention is that the postholder will work closely with their counterparts in the Yorkshire Sport Foundation and North Yorkshire Sport.

As the postholder you will need to have experience of managing programmes of work, along with strong organisational and interpersonal skills to enable you to work effectively with others in partnership. Experience of working in the physical activity sector is essential, as is having experience and knowledge gained by working in a safeguarding or welfare role.

A strong enthusiasm in our cause is a must, as well as knowledge and interest in how physical activity and sport can change lives.

The postholder will require a satisfactory Enhanced DBS check.

If you would like an informal discussion about the role, or if you have any questions, please contact me via the email address below.

I would encourage you to visit our website, which provides a range of information about our organisation, including our vision, values, and purpose.

Finally, I look forward to receiving your application.

Yours faithfully

**David Gent**

Chief Executive Officer

[hr@activehumber.co.uk](mailto:hr@activehumber.co.uk)

**The role**

Post title: Sport Welfare Officer

Reporting to: Head of Development

Responsible for: n/a

Hours: 37 hours per week

Contract: Fixed term to 31st March 2027

Starting salary; £33,000

Location: Hybrid working; 1 day per week at Aura Innovation Centre, Hessle/Home working

**Hybrid working**

Active Humber have adopted a hybrid working model. All of the team work predominately from home. You are required to visit our workspace at the Aura Innovation Centre at least once a week, as we hold our team meeting each Monday.

We will provide the necessary equipment for you to work from home and will discuss what you might require once you have been appointed.

We also recognise that working from home may not suit you, therefore we are able to provide a workspace at the Aura Innovation Centre, if this is your preferred working model.

**About the role:**

The role will promote and support clubs to ensure that there is a safe environment for children, young people and adults to take part in sport and physical activity.  This will involve training club welfare officers, building relationships with club staff and volunteers and sharing best practice. You must be confident in preparing and delivering training sessions.

You will need to have experience of managing programmes of work to a timeline and be able to work independently, as well as in a team. You will have excellent communication skills, be able to manage your own workload and have strong advocacy skills.

We are looking for someone who has experience in a safeguarding and welfare role, who is able to promote a culture of safe sport to others. Experience of working in the physical sector is a must.

**Active Humber professional support and partners**

We are a small team, and we recognise that we sometimes require more specialised support for complex matters. To support this role we have arrangements in place with the Active Partnerships Network. A number of Safeguarding and Sport and Welfare roles are currently being recruited to across the country, so you will have the benefit of this network.

You will have a three month probationary period. This is an opportunity to familiarise yourself with the organisation and for us to discuss any support or training needs you may have.

Our aim is to support your professional development throughout your career with us and we expect that you will be willing to develop your knowledge and skills in all areas of the role.

**Benefits we offer:**

Along with hybrid working, other benefits include a substantial contributory pension scheme (10% employer contribution), 25 days annual leave plus Bank Holidays and learning, development and training opportunities.

This is a full-time post, although we would consider job share/part time for the right candidate. Applications for term time working will also be considered.

**How to apply**

Please complete an Active Humber application form. We will select candidates to interview using the information provided on the application form. Therefore it is important that you demonstrate how you meet the requirements detailed on the person specification.

If you would like the application form and job pack in an alternative format, please contact us.

The closing date for the post is **9am on 13th November 2023** and interviews will be held during **w/c 27th November 2023** at the Aura Centre**.**

Your should be aware that the interview panel will compromise of the line manager for the post and representatives of our partner organisations. Full details will be provided should you be invited to interview.

Please return your completed application form to: [hr@activehumber.co.uk](mailto:hr@activehumber.co.uk)

Active Humber is an equal opportunities employer.

# Sport Welfare Officer Network

We want every person and community to experience the enjoyment and benefits that being active can bring and believe their needs, expectations and safety should come first in the design and delivery of activity.  That’s why Active Partnerships are working to support organisations and associations, including National Governing Bodies of Sport, to safeguard children and adults.

This role is part of a new, national network of Sport Welfare Officers being created across England to support National Governing Bodies (NGB) and their local clubs to promote good practice and safe sport for children, young people and adults on a local level. This role will help support clubs move from welfare  compliance to develop effective welfare and inclusive cultures.

The aim of this role is to add capacity and expertise to the existing safeguarding work of NGBs and Active Partnerships. They will help further understand safeguarding in local clubs e.g. how policies and procedures are cascaded and help share good practice, bringing those from different sports together. They will work closely with other Sport Welfare Officers, National Governing Bodies and wider organisations; to connect people working on welfare and safeguarding, both inside and outside sport.

Sport England’s policy response to The Whyte Review, published with UK Sport in January 2023, included the proposal to fund this professional network of Sport Welfare Officers using National Lottery grants.  [Read full response.](https://www.sportengland.org/guidance-and-support/safeguarding/whyte-review?section=january_2023_policy_response)

In this project, Sport Welfare Officers will be employed by, and based in, Active Partnerships. Our intention is that the postholder will work closely with other Sport Welfare Officers in North Yorkshire Sport and the Yorkshire Sport Foundation.

In addition, two national officers will be employed within the Active Partnerships national team to help support and connect the work at a national and local level. The Active Partnerships national team will also support central resources and training and manage an evaluation study. The officers will work until March 2027

A national steering group led by Sport England involves Active Partnerships, NGBs, NSPCC’s Child Protection in Sport Unit and Ann Craft Trust has been co-designing and developing the work of the officers.

<https://www.activepartnerships.org/services/programmes/sport-welfare-officer-network>