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| **Job Description** |  |
| **Post title:** | Sport Welfare Officer (SWO) |
| **Reporting to:** | Head of Development |
| **Responsible for:** | N/A |
| **Job Level:** | Level 3 (Principal Officer) |
| **Location:** | Active Humber, Hull |

**Principal purpose of post:**

* To promote good practice and safe sport at a local level.
* To provide professional support to Club Welfare Officers across the Humber.
* To follow the definition that safeguarding is the action taken to promote the welfare of children and young people and adults and provide support for welfare and safeguarding.
* To add capacity and expertise to the existing safeguarding work of National Governing Bodies of Sport.
* To compliment the work of the existing safeguarding structure inside and outside of sport, and Active Humber across the Humber.

**Main duties**

* Mentoring and supporting Club Welfare Officers.
* Working with Club Welfare Officers from different sports; bringing them together and promoting best practice, in relation to safeguarding.
* Connecting people working on welfare within and across sports.
* Supporting initial case advice and, where possible, resolution for lower-level concerns.

Key Responsibility Areas:

* Promote both children and young people’s and adults’ welfare and a culture of safeguarding in sport.
* Train (or organising training for) Club Welfare Officers (prioritising new Club Welfare Officers).
* Communicate with Club Welfare Officers using forums and other forms of communication.
* Promote best practice, in relation to safeguarding and welfare, to Club Welfare Officers.
* Facilitate and support reporting and referral of safeguarding cases from local to national (and, if appropriate, support resolution of lower-level concerns).
* Prioritise club visits (to support Club Welfare Officers).
* Prioritise event visits (to raise welfare awareness with parents/carers and participants).
* Connect people working on welfare within and across sports (national, regional, and local).
* Connect welfare inside to outside sport (e.g., statutory services local safeguarding boards).
* Develop a programme of work that our NGBs and our community partners regard as a critical support to their activities and work on welfare and safeguarding.
* Promote good welfare practice not only in our local clubs but in the organisations and services that support them.
* Work with NGBs (and others) to ensure their club environments are moving from welfare compliance to effective cultures, where safeguarding principles are promoted and understood.
* Share best practice and work with other officers, Active Partnerships (AP) and the AP National Team.
* Work with our neighbouring APs, recognising that many of our NGBs are pan Yorkshire and Lincolnshire (rather than just the Humber) to ensure CWOs are best supported.
* Ensure Active Humber has a strong and well-developed relationship with the NGB Welfare Officers working across the Humber.
* Support partnerships and working relationships within identified projects.
* Maintain effective working relations with a range of stakeholders and partners to further the aims of the organisation.
* Work alongside the Active Humber safeguarding and welfare team.
* Support the team of Development Managers in their work to deliver welfare and safeguarding across the Humber through their work programmes.
* Create a network of Club Welfare Officers, NGBs and other welfare partners to promote a network of safer and inclusive club environments, which also address inequalities in a sustainable way.

**Communications and Public Relations**

* Establish the evidence that through a learning culture best practice is consistently creating an effective welfare culture in club environments across the Humber.
* To provide reports to the Board, as required
* To represent and promote the work of the organisation, as appropriate.

**Financial and Statutory Responsibilities**

* Adhere to areas of governance and financial procedures.

**Common requirements for all posts:**

* All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, in line with the Code of Conduct.
* To contribute to the development of a professional working and learning environment within the organisation.
* To actively engage in the performance review process.
* To continue personal professional development as required.
* To contribute to the organisation’s understanding of diversity, inclusion and equality and its implications for sports and to ensure that this understanding informs all the organisation’s activities.
* Role model the development of physical activity and strategic interventions to achieve organisation aims.
* Role model the organisation’s values and aims.
* To support the work of Sport England and other Active Partnership.
* Attend staff and other meetings and participate in staff training and development events as required.
* To ensure adherence to the organisation’s policies and procedures with reference to Equality, Equal Opportunities, Safeguarding, Data Protection and Health and Safety.
* To work in a flexible manner in line with the organisation’s objectives and be willing to undertake other duties as reasonably requested.
* To provide excellent customer care in dealings with the public.
* Be willing to work unsociable hours, including some weekends and evenings.
* notice, willingness to travel and work across England routinely.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

**Active Humber, and organisations it works with, are committed to safeguarding and promoting the welfare of children and young people and vulnerable adults. We expect all staff and volunteers to share in this commitment.**

**The post holder will be subject to a satisfactory Enhanced DBS check.**

**Person Specification**

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| *Qualifications* | A good level of education, including a good standard of English and Maths. | E |
| Degree in a sports related subject. | D |
| *Experience* | Professional welfare experience. Working in a relevant safeguarding or welfare role supporting children and young people and/or adults. | E |
| Welfare-related leadership (leading the specialist, welfare and/or safeguarding area of work). | E |
| Group leadership - leading a group in a cultural change in relation to safeguarding and welfare. | E |
| Experience of delivering training relevant to safeguarding and welfare. | E |
| Experience of working with, and supporting, volunteers | E |
| *Skills & Knowledge* | Well-developed communication skills (both verbal and written) | E |
| Good understanding of Microsoft office applications including Outlook, Excel and Word. | E |
| Excellent interpersonal skills for building relationships and communicating with stakeholders and colleagues (at a local and sub-regional level). | E |
| Able to influence and successfully engage stakeholders, including those who are reluctant. | E |
| An understanding of safeguarding or welfare issues, priorities, and policies (inside and outside sport). | E |
| An ability to work successfully both independently and as part of a team | E |
| An ability to successfully network (supporting a network of welfare volunteers) | E |
| Ability to plan own workload and prioritise tasks. | E |
| Up to date knowledge of welfare issues, priorities, and policies, and able to relate these to a sports environment. | E |
| Up to date knowledge of sports issues, priorities, and policies. | E |
| Understanding of the role of Local Safeguarding Boards, LADO and other statutory frameworks (inside and outside sport). | E |
| Understanding of safeguarding procedures that are in place to respond to safeguarding concerns. | E |
| Dispute resolution, negotiation, and mediation skills (to support resolution of lower-level concerns). | D |
| *Other* | To act as advocate for the organisation. | E |
| Friendly and approachable working manner. | E |
| Enthusiasm for promoting sport and physical activity. | E |
| Able to work flexibly, including some evenings and weekends (with notice). | E |

E = Essential D= Desirable