

Regional Welfare Officer Role Description

Responsible to:	Management Board via the Regional Chairman
Appointed by:	The Annual Council Meeting
Term of Office:	Three Years
Status:	Voluntary Post

ROLE DESCRIPTION

The duties of the Welfare Officer shall include, but not be limited to:

- With the support of the Regional Office, be a point of contact for welfare issues in the region
- Monitor the Swim England Child Protection Policy, and ensure that any changes are reflected in the regional policies and plans
- Advise the Management Board on all welfare issues, and particularly those relating to child protection
- Advise discipline managers, committees and other relevant persons on child protection practice to ensure that all regional events have appropriate procedures in place
- Provide guidance to County Welfare Officers and Club Welfare Officers on child protection issues, and advise counties and clubs on child protection training
- Ensure that any child protection concerns, where necessary, are notified to the Swim England Legal Department as soon as possible
- Act with integrity and confidentially, keeping all records in a safe and secure environment
- Deal with any welfare issues referred by the Management Board or regional committees and to report back on actions taken as and when required
- Appoint or consult with such persons as may be necessary to assist in the performance of these duties
- Attend the Time to Listen workshop
- Have readily available the contact details for the local children's social care teams, the police and the national governing body ICPO

- Refer any matter that she/he is unable to resolve to the Swim England Legal Team or Regional Chairman
- Attend regional and national meetings (or arrange a substitute representative in discussion with the Regional Chairman) as required

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Be a Swim England Member and a member of a Swim England East Region club	Experience as a county or club welfare officer within swimming, and/or experience in a similar area within another sport or sector
Knowledge and understanding of welfare issues within swimming, and particularly those relating to child protection	Experience of serving on and reporting to committees
Knowledge and understanding of the Swim England Child Protection Policy	
Good interpersonal and communication skills – verbal and written	
A sensitive approach to the issues involved and the ability to work in a confidential environment	
Good organisational skills – ability to record information accurately	
Good literacy and numeracy skills	
ICT literate, including knowledge of MS Word and experience of email	
Willingness to attend meetings and deal with issues as required	
Willingness to represent East Region at national level	