

Role Description: Regional Welfare Officer

Type of Contract:

Voluntary role for a term appointment of 3 years with all reasonable expenses paid

Location:

Swim England London Region

Responsible to:

The Swim England London Management Board

Who can Apply:

Anyone who is a member or prepared to become a member of a Club affiliation to Swim England London

Brief Description:

This role is essential in providing the Region including the County and Club Welfare Officers with guidance and advice on child safeguarding or welfare concerns. The Regional Welfare Officer ensures that implementing child safeguarding policy and procedures are being adopted and implemented correctly which is necessary to demonstrate duty of care to all children.

Key Responsibilities:

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

Monitor the Swim England Child Protection Policy, and ensure that any changes are reflected in the Regional policies and plans.

Advise the Regional Board on all Welfare issues, and particularly those relating to child protection.

Advise Discipline Chairs, 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.

Acts with integrity and confidentially, keeping all records in a safe and secure environment.

Deal with any Welfare issues referred by the Regional 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 SCUK Safeguarding and Protecting Children Workshop or approved accredited Local Safeguarding Children's Board equivalent.

Attend ASA/NSPCC Child Protection in Sport Unit "Time to Listen" child safeguarding training for designated persons.

Be Familiar with and have copies of the following resources

- Wavepower, the ASA Child Safeguarding Policy and Procedures.
- NSPCC Child Protection in Sport Unit document 'Safe Sport Events, Activities and Competitions'.
- ASA Child Welfare Complaints Process shown in the ASA Handbook.

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 Executive Officer.

Represent the London Region at Swim England Welfare meetings where required, or arrange a substitute in discussion with the Regional Executive Officer.

Job Criteria:

Effective Relationships

- Build effective relationships with all committee members, regional staff and our clubs.
- Build & maintain effective relationships with external partners as required
- Listens actively to committee members, ensuring that their views are heard before any decision is reached.
- Further develop existing relationships with Swim England, Regional Staff, Clubs and Volunteers.
- Explain clearly, verbally and in writing how a decision has been reached.
- Readily identify opportunities to share knowledge, information and learning and make progress by working with colleagues

Experience

- Experiences of serving on and/or reporting to committees and management boards.
- Experience as a County or Club Welfare Officer within swimming and/or another sport or sector.
- Have a child-centred approach.
- Good interpersonal and communication skills – verbal and written
- Have the ability to ensure policy and procedures are effectively implemented.
- Be approachable.

Leadership

- Have confidence when referring cases to external partners.
- Influencing and communication skills.
- Previous experience of working with committees/board members of a voluntary organisation.

Delivery

- Knowledge and understanding of welfare issues within swimming and particularly those relating to child protection.
- A sensitive approach to the issues involved and the ability to work in a confidential environment.
- Willingness to attend meetings and deal with issues as required.
- Willingness to represent Swim England London at National level.

- Where necessary, ensure the committee receives external “expert” advice.
- Deliver training/workshops on behalf of Swim England London to the Regional Board, Committees, Clubs and County Welfare Officers.
- Promote best practice.

How to apply:

- Applications, to be submitted in the form of a resume with covering statement and the appropriate recruitment form via email to:
- reo@londonswimming.org