



### **ROLE OF THE CLUB WELFARE OFFICER**

The Club Welfare Officer is responsible for promoting good practice, child protection and safeguarding within Titans Hockey Club. The Club Welfare Officer is the named point of contact for young people, parents/carers, coaches and volunteers where concerns about welfare are identified. They should have a good understanding of Gibraltar Hockey's reporting procedures in case concerns arise.

### **DUTIES OF THE CLUB WELFARE OFFICER**

- First point of contact for staff, volunteers, parents/carers and young people where concerns about welfare, poor practice or child abuse are identified
- Implement the Club's reporting and recording procedures
- Assist the Club to fulfil its responsibilities to safeguard young people
- Assist volunteers in keeping their certificates and qualifications up to date
- Liaise with the Social Secretary to assess the safety of proposed events and venues
- Ensure confidentiality is maintained
- Promote anti-discriminatory practice
- Be the first point of contact with the Gibraltar Hockey Lead Child Welfare Officer
- Maintain contact details for local social services, police and the Care Agency in case of an emergency
- Maintain regular contact with club members
- Be a positive role model for all members of the club

### **COMMITMENT / TIME FOR THE ROLE**

- Attend appropriate Gibraltar Hockey/GSLA/Care Agency 'Safeguarding and Protecting Children in Sport' workshops
- Management Committee meetings
- General Committee meetings
- Annual General Meeting and any Extraordinary General Meeting
- Club Social Events
- The time commitment for being a positive role model is on-going

- Appointed for four years from date of general election (if elected after, dates run to next Management Committee election)

#### **SKILLS AND QUALITIES REQUIRED**

- Excellent communicator
- Approachable
- Discreet
- Ability to promote Club policies and procedures
- Trustworthy
- Knowledgeable of the Club and athletes
- Time management
- Organisation
- Good level of administration