



## **JOB DESCRIPTION**

<b>POST TITLE:</b>	<b>Welfare Officer</b>
<b>JOB REFERENCE:</b>	<b>T00775</b>
<b>GRADE:</b>	<b>6</b>
<b>RESPONSIBLE TO:</b>	<b>Strategic Lead: Adult Health and Wellbeing</b>
<b>LOCATION:</b>	<b>Tees Valley Sport</b>

### **JOB PURPOSE:**

The Sport Welfare Officer is responsible for acting as a source of advice and support about safeguarding and protecting children, young people and adults at risk in the local sports community, focusing on promoting good practice to create safe and positive environments where everyone can feel the benefits of an active life.

### **Duties and Responsibilities**

- Support Welfare Officers in sports clubs and National Governing Bodies plus some community groups to progress from welfare compliance to an effective welfare culture
- To deliver training for local sports clubs and community groups to embed good welfare practice with safe environments for participants
- Promote best practice guidance alongside inclusive practice
- Establish a forum to facilitate effective communication on safeguarding topics
- Facilitate and support reporting and referral of safeguarding cases from local to national and, if appropriate, support resolution of lower level concerns

### **Specialist knowledge and experience**

- Welfare issues, priorities and policies (outside sport)
- Welfare procedures including those followed in response to safeguarding concerns
- Case management thresholds, lower level and serious concerns
- Sport issues, priorities and policies (inside sport)
- Welfare infra-structure inside and outside sport
- Workforce, development and deployment
- Voluntary sector and volunteers

- Professional welfare experience relating to children, young people and adults

### **Key organisational relationships**

To connect people working on welfare within and across sports (national, sub-regional and local) to develop a collective approach to both children's and adult's welfare across the Tees Valley;

- Sports clubs
- Community groups and third sector organisations
- National Governing Bodies (NGBs)
- Local Authority Designated Officers (LADOs)
- Ann Craft Trust (ACT)
- Child Protection in Sport Unit (CPSU)
- Sport England
- Teeswide Safeguarding Adults Board
- Hartlepool and Stockton-on-Tees Safeguarding Children Partnership
- Redcar and Cleveland Multi-Agency Children's Hub
- Darlington Safeguarding Partnership
- Statutory services
- Welfare Officers in the national network

### **Raise awareness**

- Attendance at events to raise awareness with parents, carers and participants
- Champion national and local safeguarding campaigns (Keeping your child safe in sport week / Safeguarding adults week)

### **Share Learning**

- Share best practice with other Sport Welfare Officers, the Active Partnership National Team and National Governing Bodies
- Attend national and local training (relationship building, dispute resolution, negotiation, mediation, NGS over and insight etc)

### **Additional Responsibilities**

- Adopt and utilise appropriate tools and technologies as required
- Represent TVS on University and external fora as required
- Maintain growth in personal and professional skills and knowledge
- Monitor new and emerging issues in area of responsibility and advise senior colleagues accordingly
- Adhere to the University's Health and Safety Policy and guidelines
- Adhere to the General Data Protection Regulation and the Data Protection Act 2018
- Promote Equality, Diversity and Inclusion for staff and students and embrace the University's Values and Behaviours Framework
- Any other reasonable duties that may be allocated from time to time commensurate with the grading of the post