

## Job description

<b>Job Title:</b>	Regional Welfare Officer
<b>Type of contract:</b>	This is a voluntary role for a term appointment of 3 years with acceptable expenses paid.
<b>Location:</b>	Greater London
<b>Responsible to:</b>	The London Region Board
<b>Who can Apply:</b>	Anyone who is a member or prepared to become a member of a club or organisation affiliated to the London Region.
<b>Brief Description</b>	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.
<b>Key responsibilities:</b>	<p>The duties of the Welfare Officer shall include, but not be limited to:</p> <p>Monitor the Swim England Child Protection Policy, and ensure that any changes are reflected in the Regional policies and plans.</p> <p>Advise the Regional Board on all Welfare issues, and particularly those relating to child protection.</p> <p>Advise Discipline Chairs, committees and other relevant persons on child protection practice to ensure that all Regional events have appropriate procedures in place.</p> <p>Provide guidance to County Welfare Officers and Club Welfare Officers on child protection issues, and advise counties and clubs on child protection training.</p> <p>Ensure that any child protection concerns where necessary are notified to the Swim England Legal Department as soon as possible.</p> <p>Acts with integrity and confidentially, keeping all records in a safe and secure environment.</p> <p>Deal with any Welfare issues referred by the Regional Board or Regional committees and to report back on actions taken as and when required.</p> <p>Appoint or consult with such persons as may be necessary to assist in the performance of these duties.</p>

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 Chairman.

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

**Job Criteria (i.e. skills, behaviour and experience required): including specialist skills**

#### **Effective Relationships**

- Builds effective relationships with committee members and the [discipline] community in London ensuring all are committed to the common purpose.
- Builds effective relationships with external partners as required.
- Listens actively to committee members, ensuring that their views are heard before a decision is reached.
- Further develops existing relationships with Swim England National team staff.
- 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 the regions workforce.

### **Leadership**

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

### **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 London Region at National level.
- Where necessary, ensure the committee receives external “expert” advice.
- Deliver training/workshops on behalf of the region to the Regional Board, Committees, Clubs and County Welfare Officers.
- Promote best practice.

### **Skills and Experience**

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

**Closing Date:** Friday 10<sup>th</sup> November 2017

**How to apply:** Applications, to be submitted in the form of a resume, covering statement and the appropriate recruitment form via email to:  
[london@swimming.org](mailto:london@swimming.org)

demonstrating how the applicant meets the job requirements will be welcomed from suitably qualified people

All members of the London Region are expected to carry out their role in accordance with the ASA Laws and Code of Ethics