

**Middlesbrough AC**  
(Mandale)



higher, faster, longer, further, there's a place for everyone

## **ROLE SPECIFICATION**

### **Welfare Officer**

**Responsible to:** Committee

**Skills required:** ability to be a good listener  
ability to negotiate  
well organised and able to keep accurate records  
patience

**Role requirements:** attend Safeguarding and Protecting Children training within three years of acting in the role

### **Responsibilities**

- promote the best interests of the Club both locally and nationally
- be the first point of contact for Child Protection issues
- report any Child Protection issues to the Committee
- deal with confidential matters that may arise relating to athletes and / or coaches and have an understanding of the appropriate way of dealing with such matters
- ensure all actions follow the Club's Child Protection Policy
- advise and support Club officers and Committee members, parents and athletes to implement the Club's Child Protection Policy
- in consultation with the Committee pass on to the EA Welfare officer as appropriate any concerns relating to the wellbeing of children, young people and vulnerable adults
- maintain an up-to-date list of all First Aid trained personnel and those holding Club First Aid kits
- ensure holders of First Aid equipment have current training
- attend Committee Meetings or, if unable to do so, provide the Club Secretary with a monthly update