



# Fintan Football Club

## Role Description & Person Specification Document

<b>Role Title:</b>	Club Welfare Officer		
<b>Club Tier Level:</b>	Level 2: Executive Committee		
<b>Terms Of Election:</b>	Elected By Vote	<b>Election Date:</b>	At Annual General Meeting
<b>Post Held For:</b>	One Year	<b>Re-Election Permitted:</b>	Yes
<b>DBS Status:</b>	Not Required	<b>Safeguarding Status:</b>	Not Required

### Election Procedure:

All candidates who are interested in being appointed onto the committee are encouraged to register their interest by emailing the chairman on [chairman@fintanfc.co.uk](mailto:chairman@fintanfc.co.uk). All applications must be submitted via the club website where any vacant positions will be advertised. If several applications are received for the same vacant position, the election will be made based on a ballot or vote.

All applicants must be seconded, by a member of the committee, prior to election at the AGM.

**Vacancies will be advertised on the club website: [www.fintanfc.co.uk](http://www.fintanfc.co.uk).**

### Job Description

#### ROLE PURPOSE

The purpose of this role is to ensure that the club provides and facilitates a safe environment for children, young people and vulnerable adults to train and compete in competitive football. The Club Welfare Officer is responsible for ensuring all Team Managers are engaged in the FA Respect Program and promoting this as the behaviour the club expects at all times.

#### ROLE DUTIES

- Be clear about the clubs responsibilities when running activities for children and young people. This involves:
  - Ensuring these responsibilities are well understood by members of the club.
  - Working with the League Welfare Officer/s.
  - Working with the Gloucestershire County FA Welfare Officer (CWO).
  - Promoting the FA's Respect Programme and helping to develop best practice in all of our volunteers.
  - Put in place and update:
    - ❖ a safeguarding children policy, anti-bullying policy and equality policy.
    - ❖ responsible recruitment processes including the taking up of references and submitting FA Criminal Record Checks (CRCs).
    - ❖ The FA Respect Programme codes of conduct.
- Understand:
  - what the Respect Programme aims to do.
  - the benefits of implementing the Respect codes.
  - the quick wins to be gained by using The FA Safeguarding children best practice guidance (e.g. Travel, Trips and Tournaments, Photography guidelines, Anti-bullying Policy and Safeguarding Children Policy Template).
  - why certain roles require an FA DBS and how the process works.
  - how to refer a concern about the welfare of a child.
- Communicate with:
  - club officials about the Respect Programme and its aims.
  - parents/spectators and get them to sign up to the Respect codes.

- parents and new players by getting involved with running 'start of season' welcome sessions for members.
- coaches and managers about the importance of being consistent role models for their players.
- your League Welfare Officer/s – introduce yourself, find out how they can support you and let them know what you are doing to safeguard children in your club.
- your County FA Welfare Officer (CWO) if you need help or advice.
- The FA by taking part in surveys, questionnaires, focus groups as and when asked.
- Encourage:
  - coaches, team managers, first aiders/medics to complete The FA's Safeguarding Children Workshop.
  - coaches and team managers to listen to their players thoughts, ideas and views.
  - the committee to make use of the Respect Barriers provided by the club.
- Monitor:
  - repeated incidents of poor behaviour and liaise with the club's committee (and where necessary League Welfare Officer or County FA Welfare Officer).
  - volunteers' CRC, Safeguarding and First Aid certificate expiry dates and pre-warn them in advance to renew.
- Write an officer report ahead of each committee meeting to report on developments and items for discussion.

#### **PERSON SPECIFICATION**

##### **Essential**

- A clear passion and unwavering commitment to the club.
- An interest and demonstrable experience of welfare and safeguarding best practices.
- Exceptionally organised and driven to succeed.
- Exemplary written and spoken English skills.

#### **QUALIFICATIONS AND TRAINING REQUIREMENTS**

##### **Essential:**

FA Safeguarding Children Certificate (or a willingness to achieve in the first 3 months of appointment).

FA Club Welfare Officer Workshop (or a willingness to achieve in the first 3 months of appointment).

FA Endorsed Enhanced DBS Check (or a willingness to achieve in the first 3 months of appointment).

**Desirable:** Further welfare/safeguarding/child related qualifications a bonus.

#### **ADDITIONAL NOTES**

A passion and desire to ensure the safeguarding and welfare of all children, young people and vulnerable adults is achieved and maintained to the highest standard is of paramount importance for this role.

## Role Terms & Conditions: Acceptance Contract

<b>Job Title:</b>	Club Welfare Officer		
<b>Date of Election:</b>		<b>Post to be held for:</b>	One Season - Until AGM
<b>Personal Details</b>			
<b>Full Name:</b>			
<b>Address:</b>			
<b>Date of Birth:</b>			
<b>Declaration</b>			
<p>I confirm that I accept the position of Club Welfare Officer of Fintan Football Club.</p> <p>I will act in the best interests of the club at all times and uphold the Club Constitution and moral values.</p> <p>I understand I may have access to confidential information and that unauthorised disclosure of this information to third parties will result in disciplinary action by the committee and may result in dismissal from the committee.</p> <p>I will keep the committee informed of any changes to my personal circumstances that may affect my position within the club.</p> <p>I understand that the role takes precedence over playing for the club.</p> <p>I accept the roles and responsibilities as listed on the R Description for the position of Club Welfare Officer.</p>			
<b>Signature of Acceptance</b>			
<b>Print Name:</b>		<b>Date:</b>	
<b>Signature:</b>			