



Job Description

Job Title: Club Welfare Officer

Reports To: Chairperson and Club Committee

Location: Bicester & District Gymnastics Club

Hours: Flexible, as required to fulfil the role effectively

Type: Volunteer (The role includes paid gymnastics lessons for one gymnast)

Role Purpose:

The Club Welfare Officer is responsible for ensuring the safety and well-being of all members, particularly children and young people, by promoting best practices in safeguarding and child protection. The role involves creating a safe environment for gymnastics to flourish while adhering to relevant legislation and club policies.

Key Responsibilities:

Safeguarding and Child Protection:

- Act as the main point of contact for safeguarding concerns, offering support and guidance to club members, parents, and coaches.
- Ensure the club operates in accordance with the Independent Gymnastics Association (IGA) safeguarding policies and procedures.
- Maintain up-to-date knowledge of safeguarding legislation and best practices.
- Handle any safeguarding concerns, allegations, or incidents, ensuring they are reported to the appropriate authorities.

Policy Implementation:

- Ensure all safeguarding policies are implemented and adhered to by members, coaches, and volunteers.
- Regularly review and update the club's safeguarding policies in line with IGA and national guidance.
- Promote a culture of inclusion, respect, and safety within the club.

Training and Education:

- Ensure all staff and volunteers have completed appropriate safeguarding training and renew it as required.
- Organize and deliver safeguarding awareness sessions to club members and parents, as needed.
- Stay updated on safeguarding developments and share relevant information with the club.

DBS and Background Checks:

- Oversee and maintain the club's system for DBS checks and background screenings, ensuring all staff and volunteers meet legal and safeguarding requirements.
- Track DBS renewals and ensure they are completed in a timely manner.
- Maintain secure records of all background checks in compliance with data protection regulations.



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Communication and Support:

- Work closely with the committee, coaching team, parents, and members to promote a safe environment.
- Be available to discuss concerns confidentially and sensitively with all parties.
- Foster an environment where members feel confident to raise any welfare or safeguarding issues.

Record-Keeping and Compliance:

- Maintain accurate and secure records of safeguarding concerns and actions taken.
- Ensure all relevant documentation, such as risk assessments and incident reports, is up to date and stored securely.
- Collaborate with the committee to ensure all coaches and volunteers have valid DBS checks and meet safeguarding requirements.

Skills and Qualities Required:

- An understanding of safeguarding and child protection issues (Training will be provided).
- Familiarity with DBS processes and background checking requirements (Training will be provided).
- Empathy and excellent listening skills.
- Confidence to handle sensitive situations with discretion and professionalism.
- Ability to build trust and maintain confidentiality.
- Good organizational and communication skills.
- Awareness of gymnastics as a sport (desirable but not essential).

Training and Support:

The Club Welfare Officer will receive ongoing support from the committee and access to relevant training opportunities through the IGA and other governing bodies.