

## **SUSSEX COUNTY WELFARE OFFICER – ROLE DESCRIPTION**

This is a volunteer agreement for the role stated below and is not intended to be a legally binding contract of employment. The county will pay the volunteer out of pocket expenses and provide suitable training as required. Volunteers agree to follow the rules and policies of the county

**ROLE TITLE:** County Welfare Officer

**RESPONSIBLE TO:** Regional Welfare Officer / British Gymnastics

### **SKILLS REQUIRED:**

- ✓ Assessable and Supportive
- ✓ To be able to establish a rapport with other Welfare Officers / Club Representative
- ✓ To have maturity, patience and perseverance
- ✓ Able to keep matters confidential
- ✓ Basic administration and record maintenance

### **ROLE PURPOSE:**

To support Sussex Club Welfare Officers

### **MAIN TASKS:**

- 1) To be a point of contact and to provide support for club welfare officers, for issues concerning child welfare, poor practice or potential/alleged abuse.
- 2) Hold local contact details for social services, police and area child protection committees (ACPC).
- 3) Ensure confidentiality is maintained and information is only shared on a “need to know” basis.

### **ESSENTIAL QUALIFICATIONS:**

- To be a qualified Club Welfare Officer

**COUNTY WELFARE OFFICER CONTACT NUMBER: 07522556386**