

Welfare Officer/Volunteer Coordinator

Club Welfare Officer Job Description and TORs

- The Club Welfare Officer is responsible for acting as a source of advice about safeguarding and protecting children, promoting good practice and for coordinating action within the Club on receipt of any concerns or referrals.

Areas of Responsibility

1. Policy and Procedures

- To provide information and advice on child protection within the Club and promote a child focus.
- To ensure that the Club adopts and follows the BCU Child Protection Policy and Procedures.
- To promote awareness of the BCU Codes of Conduct and Paddlesafe documents.
- To implement recruitment and screening procedures within the club.
- To be a confirmation signatory, verifying the identity of individuals completing disclosures.

2. Referrals

- To receive information from Club staff, volunteers, children or parents and carers who have child protection concerns and record it.
- To assess the information promptly and carefully, clarifying and obtaining more information about the matter as appropriate
- To follow the BCU Responding and Reporting Concerns flow chart.
- To ensure that the referral is confirmed in writing using the BCU Safeguarding and Protecting Children Report Form.

3. Education and Training

- To advise the club about appropriate training for coaches and volunteers based on the BCU Recommended Training Requirements.
- To advise the Club about Child Protection training opportunities.

4. Knowledge

- The designated person should be aware of the local statutory child protection network, including the contact details for the local Police and Children's Social Care Services, the role of the Local Safeguarding Children's Board (LSCB) and the awareness of local inter-agency child protection procedures.
- They should understand the BCU Child Protection Policies and Procedures and the requirement to safeguard and protect children in sport
- Awareness of Equity issues and Child Protection
- Understanding of poor practice and abuse – behaviour that is harmful to children

The Person

The Club Welfare Officer should be well known in the club and have a strong child focus. The Club Welfare Officer need to be accessible to and approachable for children and young people but not the coach or volunteer with direct responsibility for coordinating or delivering the junior programmes at the club. They should be a member of the Club or an individual member of the BCU. The designated person should have undertaken the Sports Coach UK Safeguarding and Protecting Children workshop or an equivalent training programme. They must also be committed to attending the BCU Time to Listen Workshop that has been developed specifically for Club Welfare Officers with the NSPCC. This will support them in this important role.

Volunteer Coordinator Job Description and TORs

Responsible to: Club committee through the Chairperson

Role purpose: To coordinate the recruitment, training and opportunities for volunteers within the club

Commitment: 2 – 4 hours per week plus committee meetings

Main Tasks:

- Act as the main contact for all volunteers
- Cooperate the implementation of the volunteers recruitment, training and support plans for members and parents
- Recruit volunteers from within the membership and beyond in various roles including helpers for the everyday running of the club
- Ensure all volunteers are clear on their responsibilities through role descriptions
- Liaise with volunteer organisations and Canoe England to provide access to coach, official, and volunteer opportunities for club members
- Ensure volunteers are trained and supported appropriately including vetted through the Criminal Records Bureau if working with children and vulnerable adults
- Encourage and promote all volunteering roles and opportunities within the club
- Ensure club volunteers are rewarded and appreciated with acknowledgements, awards and social occasions

Skills required:

- Enthusiastic and knowledgeable about the club and volunteers
- Approachable and confident communicator
- Good organisation skills

Resources to assist in role:

- Canoe England volunteers section on the website
- Canoe England National Volunteer Coordinator and volunteer resources
- Runningsports top tips 'Finding New Volunteers – Recruitment'; 'Health & Safety

- for Volunteers'; Involving Older People as Volunteers'; 'Recognising & Rewarding
- Volunteers'; 'Retaining Volunteers'; 'Screening Volunteers – A Guide for Clubs';
- 'Young People as Volunteers'
- Runningsports guide 'Volunteers'
- Runningsports workshop 'Valuing Your Sport Volunteers'