**Adult at Risk Club Welfare Officer Role Description**

The main purpose of this role is to implement good practice and safeguarding policies within the club and act as the first point of contact for individuals who have queries or concerns. The person within the club with primary responsibility for putting into place procedures to safeguard adults at risk, managing and reporting concerns about adults at risk.

**Main Duties:**

* Be familiar with national safeguarding protection policies
* Ensure that all club personnel received appropriate training
* Receive, record and forward to the Lead Officer of your Home Nation any concerns that are expressed to you
* Keep confidential records of all related documents
* Ensure that the club has a safeguarding adult at risk policy and that this is followed and accessible to all
* Work with others in the club to ensure a positive environment
* Act as the first point of contact for staff, volunteers, parents, where concerns about adults welfare, poor practice or abuse are identified
* Maintain contact details for the local social care department, the police
* Promote the organisation’s best-practice guidance and/or code of conduct within the club
* Ensure appropriate confidentiality is maintained
* Promote anti-discriminatory practice

**Required Skills / Qualities:**

* Attend the Time to Listen workshop
* Ability to promote organisation’s policy, procedures and resources
* Boundaries of the role of club welfare officer
* Basic administration and computer skills
* Approachable and a good listener
* Respect of confidentiality
* Ability to maintain records
* Tactful and discrete
* Knowledge of adult at risk policies
* Basic knowledge of the roles and responsibilities of local statutory agencies and their contact details
* Ability to manage issues if / when they occur

Time Required – This will vary by club, but you can expect to attend 8-12 club meetings a year lasting approximately 1-2 hours.