

Outline Role Description – Welfare Officer

This template can be used to support volunteers who want to take on a more established role in its entirety. It will set out their roles and responsibilities, any specific time commitments, the support that will be available to them and importantly, the personal qualities that are well-suited to the role.

Club:	
Volunteer role title:	Welfare Officer
Desirable qualities:	<p><i>Provide examples of the qualities best-suited for this role:</i></p> <p>For this role, you are likely to:</p> <ul style="list-style-type: none"> • Be approachable and empathetic • Be tactful and discrete • Have good listening and communication skills • Be able to resolve conflict
Main tasks:	<p><i>Outline the main tasks of this role. Remember to think about the language you use to demonstrate it is interesting, rewarding and impactful. Example tasks may include:</i></p> <ul style="list-style-type: none"> • Assist the club to fulfil its responsibilities to safeguard children and vulnerable adults at club level • The first point of contact for everyone where concerns about a child's or vulnerable adult's welfare, poor practice or abuse are identified • Implement the club's reporting and recording procedures • Maintain contact details for the local children's social care department, the police and local safeguarding children board • Promote the club's best practice guidance/code of conducts within the club • Represent welfare on the club's management committee • Ensure adherence to the club's safeguarding children training
Supported by:	<i>Provide a name and contact details of who will support them in their role</i>
Hours/ days:	<i>Try and be as flexible as possible to accommodate the availability of the volunteer. However, where there are set hours and days for when the role needs to be fulfilled, you should make them clear.</i>

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What can be gained from this role?	<i>Outline the skills, qualifications, experiences that the person in this role may expect to achieve</i>
Other information:	<i>Provide any other information which will help make the role appealing and reassure the potential volunteer that it will be a fun, rewarding and supported opportunity!</i>

This is an example template – please adapt to suit your club’s needs.