

ROLE DESCRIPTION - CLUB WELLBEING AND PROTECTION OFFICER

OVERALL PURPOSE OF THE ROLE	
To promote a safe environment for children and young people involved in Scottish Football by implementing the Child Wellbeing in Scottish Football policies, procedures and safeguards and to respond appropriately to concerns.	
RESPONSIBILITIES	
<ul style="list-style-type: none">▪ Implement the Child Wellbeing and Protection in Scottish Football policy and procedures.▪ Encourage and support staff/volunteers to implement good practice by promoting and championing the policy and procedures.▪ Monitor and review the policy and procedures to ensure they remain current and fit for purpose.▪ Report to and work with Management/Committee/Board to develop and continually improve the culture around wellbeing and protection of children and young people involved in Scottish Football.▪ Raise awareness of the role of Child Wellbeing and Protection Officers and the Code of Conduct to parents/carers, adults, and children/young people involved in the club.▪ Keep abreast of developments in the field of child protection and safeguarding by liaising with the Scottish FA Wellbeing and Protection team and attending relevant training or events/meetings such as Club Safeguarding Officers Network.▪ Organise/signpost appropriate training for all adults working/volunteering with children in the club.▪ Liaise with local statutory agencies including the police and social services, when necessary.▪ Respond appropriately to disclosures or concerns which relate to the wellbeing of a child.▪ Maintain confidential records of reported cases and action taken.▪ Where required liaise with the Scottish FA Wellbeing and Protection team and/or statutory agencies and ensure they have access to all necessary information.	
PERSON SPECIFICATION	
SKILLS	
<ul style="list-style-type: none">▪ Good organisation and communication skills▪ Reliable, trustworthy and a good listener▪ Understanding and appreciation for the need for confidentiality▪ Approachable and friendly▪ Ability to maintain records in an ordered and confidential manner	
COMPETENCIES	
<ul style="list-style-type: none">▪ An approachable and receptive style with ability to build relationships with club members, parents/carers, children and young people, and the Scottish FA Wellbeing and Protection team.▪ Strong listening skills and the ability to deal with sensitive situations with integrity.▪ The confidence and good judgment to manage situations relating to the poor conduct/behaviour of others towards a child/young person and respond appropriately through the correct procedures and to drive the wellbeing and protection agenda.	
ADDITIONAL RELATED REQUIREMENTS	
<ul style="list-style-type: none">▪ Satisfactory PVG Scheme Membership▪ Attend mandatory training and any other relevant training to fulfil the role of Club Wellbeing and Protection Officer.▪ Due to the nature of the role, flexibility is required with regards to working in the evenings and at weekends	