**Junior Welfare Officer (including DBS & First Aid Administration)**

**Role Description**

The role focuses on ensuring the well-being of our junior members, actively managing the pastoral aspects of their transition from junior to senior levels. The role holder will play a pivotal role in engaging with parents, addressing concerns, and working collaboratively with the Club Welfare Officer, Junior Chairperson and Junior Director of Hockey to maintain a safe and inclusive environment for our young athletes.

In collaboration with the Club Welfare Officer the role aims to support Old Cranleighan Hockey Club (OCHC) to promote good safeguarding practice across the club, to be a named as a point of contact for all members of the OCHC Hockey Family. The role holder will also support the Club Welfare Officer with the club’s First Aid requirements.

**Role**

* Role model best safeguarding practice.
* Support the OCHC to put into practice its safeguarding implementation plan.
* Work collaboratively with the Club Welfare Officer to implement good safeguarding practice and challenge poor practice and breaches of the England Hockey Code of Ethics and Behaviour.
* Be the second point of with England Hockey Ethics and Welfare Team (includes Lead for Safeguarding).
* Be the point of contact for members of OCHC where concerns about the welfare of a young person have been identified.
* Be a point of contact for the administration of the Disclosure and Barring Service (DBS); including verifying identity documents for those members completing their DBS, maintaining records and ensuring all paid coaches and volunteers relevant qualifications and DBS checks are up to date.
* In collaboration with the Club Welfare Officer ensure the timely and periodic review of OCHC safeguarding practices in line with England Hockey’s policies and procedures.
* To support the Club Welfare Officer with First Aid administration and manage the club’s First Aid email account.
* Ensure confidentiality is maintained.

**Key Responsibilities:**

**Junior Welfare:**

* Proactively ensure the well-being of junior members within the club.
* Address and manage the pastoral side of the transition from junior to senior levels, offering support as and when needed.

**Parent Engagement:**

* Engage with parents of junior members to foster a positive and transparent communication channel.
* Address concerns, feedback, and queries from parents promptly and effectively.
* Collaboration with Junior Director of Hockey.
* Report and communicate issues or concerns to the Junior Director of Hockey & Club Welfare Officer for resolution.
* Work collaboratively to implement strategies that enhance the overall welfare and experience of junior players.

**DBS & Safeguard Training Administration**

* Administration is an essential skill where the Junior Welfare Officer is fulfilling the role of administrating the DBS check and Safeguard Training is completed. This includes Junior Coaches but also ALL Professional Coaches.
* All England Hockey DBS checks are now completed online, so a basic level of IT skills is required.
* Liaising with relevant members of the OCHC Coaching and Junior Committee regarding the completion of their DBS check.
* Verification of identity documents for relevant members completing their DBS check.
* Maintaining an accurate register of in progress/completed DBS checks and coaching qualifications.

**First Aid Administration**

* Administration of the First Aid email account. Reviewing and actioning incoming mail.
* Reviewing injury data submitted via the Injury / Accident Forms.
* Working collaboratively with Club Welfare Officer to ensure First Aid supplies are made available on request.
* Working collaboratively with Club Welfare Officer to ensure First Aid stocks are maintained.

**Experience and Knowledge**

* Knowledge of England Hockey’s Safeguarding and Protecting Young People in Hockey Policy & Procedures and own OCHC’s policy and procedures
* Basic knowledge of core legislation and government guidance. This can be gained through welfare officer training.
* Basic knowledge of roles and responsibilities of local statutory agencies (children’s services, police, Local Safeguarding Children Board (LSCB) and Local Authority Designated Officer (LADO). This can be gained through welfare officer training. The Welfare Officer must have full contact details for their local agencies
* Awareness of equality and safeguarding issues.

**Skills**

* Child-focused. Strong commitment to the well-being and welfare of junior members.
* Good listener and being non judgmental of any issues or concerns that are raised.
* Basic administration.
* Basic safeguarding advice and support.
* Communication (with all OCHC members, including young people and adults).
* Interpersonal skills and being calm and approachable at all times.
* Ability to engage with parents, fostering positive relationships within the club community.
* Maintaining accurate records of issues and concerns that have been raised.
* Ability to promote OCHC’s policy, procedures and resources.

**Training**

* It is a requirement that Welfare Officers with no previous safeguarding experience attend the UK Coaching ‘Safeguarding and Protecting Children in Sport’ workshop. For details of local workshops go to: www.sportscoachuk.org.
* England Hockey deliver ‘Time to Listen’ (TTL) workshops. These hockey specific workshops, aimed at Welfare Officers, build on the awareness of the UK Coaching workshop and focus on implementation of safeguarding at local level. For details of workshops please log onto the Hockey Hub or contact your Regional Office. The UK Coaching Workshop is a prerequisite for attending the TTL workshop if you have no previous safeguarding experience. If you have completed safeguarding training in a professional capacity (e.g. teacher, doctor, social worker, police etc.) in the last 3 years, you will not be required to complete the Safeguarding and Protecting Children Course to book onto a Time to Listen It is a requirement that Welfare Officers attend TTL as part of the Club Mark accreditation process.
* England Hockey also allow Welfare Officers to attend multi-sport TTL workshops, which can also be found on the Hockey Hub. You will be required to inform the Ethics and Welfare Team of your intention to attend a multi-sport TTL and send in a scan of your certificate after you have completed the workshop.

*Old Cranleighan Hockey Club welcome applicants from all backgrounds and encourage a diverse range of candidates to apply.*