

Club Welfare Officer Volunteer Role Description (Template)

Guidance for clubs to adapt to their own needs

Main role

This is a great opportunity to get involved in creating and maintaining a child centred ethos at the club. By volunteering as the Club Welfare Officer you will be pro-active in creating a supportive and positive environment in which Age Grade Players can enjoy rugby safely. As the conduit for all safeguarding matters within the club as well as between the club, Ulster Rugby and the IRFU you will provide an important voice for the views of children and young people on issues that affect them.

So what's in it for you?

You will have the opportunity to get involved in the sport you love and you will gain satisfaction from knowing that you are making a real difference to the club and the children and young people who are part of it. You will meet new people from a variety of backgrounds and be able to use skills that you have developed in your professional life or perhaps gain skills, knowledge and experience that could lead to enhanced career opportunities.

What will you be doing?¹

- Acting as the main point of contact for all safeguarding matters and always with the best interests of Age Grade Players at the forefront; helping the voices of children and young people to be heard at all levels; communicating with players, their parents and other volunteers, providing them with advice and information about the club and, in particular, the Safeguarding Policy.
- Responding accurately and promptly to queries from the IRFU or Statutory Authorities regarding the welfare of children and young people who are members of the club.
- Building and maintaining good working relationships with other volunteers including the Age Grade Coaches, Chairperson, Honorary Secretary, Volunteer Officer, and other lead volunteers and committee members; helping them to understand their role and responsibilities in relation to safeguarding; ensuring that the Club Action Plan is completed and submitted to the Branch Welfare Officer on an annual basis.
- Building and maintaining good working relationships with the Branch Welfare Officer, seeking advice on any safeguarding or player welfare matter as needed; receiving advice, information and directions from the Branch Welfare Officer and IRFU and acting on this accordingly; attending workshops, forums or information sessions designed to support you in your role; becoming intimately familiar with the Safeguarding Policy, its guidelines and any further information or requirements put in place by the IRFU.

¹ Please note that this should be read alongside the wider context of the IRFU Safeguarding Policy with specific reference to the Roles and Responsibilities of a Club Welfare Officer (page 12)
<http://www.irishrugby.ie/playingthegame/development/safeguarding/policy.php>

When and where?

Ideally you should be willing to commit to at least a year in the role in order to provide consistency to the role and to be able to establish key relationships within the club and Ulster Rugby. It is anticipated that you will need around 2-3 hours per week to complete the role although this will vary depending on seasonal variations.

Some of the role can be carried out at a location to suit you however it is important that you attend the club regularly in order to help build relationships and to be visible and approachable to Age Grade Players, parents and Coaches. We would anticipate that during the first half of the season you should attend one Age Grade session per week and then at least one per month after that. You should also be contactable by phone and email as needed and willing to travel, on occasion, to attend meetings, workshops and forums.

Who will you be working with?

You will be responsible to the club's Honorary Secretary and Executive Committee and will work closely with key volunteers including the Age Grade Coaches, Chairperson and Volunteer Officer.

What training will you receive to prepare you for the role?

You will receive an induction to the club and the role, this should give you all the basics to help you get started. However, it is really important that you attend the IRFU Safeguarding Level 1 and 2 Workshops as soon as possible to ensure that you have all the information you need to carry out this role effectively. In addition we would recommend that you attend the IRFU Safeguarding Level 3 Workshop and your local Club Welfare Officer Forum to further enhance your learning and share knowledge and experience with other Club Welfare Officers. Throughout your volunteering, you should work with the club's Honorary Secretary and Ulster Rugby to identify any other relevant training opportunities.

Is this the right role for you?

In order to be successful in this role, you should have:

- an understanding of how to create a supportive and positive environment for children.
- experience of working with children and young people.
- an understanding of the issues that are relevant to children, young people and their families, ideally in a rugby/sports environment.

You should be a **strong communicator** with the ability to build relationships with a wide variety of people. You need to have **good listening and observation skills** and be able to communicate with children of all ages.

You need to be able to **share information** about player welfare in an appropriate manner. You should have an understanding of data protection and **confidentiality**, sharing relevant information as needed.

You should have a strong **team ethic** as well as having the ability to **work on your own initiative**.

Some of these skills are important to have before taking up the role however support in developing some of them will be given by the IRFU and Ulster Rugby.



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What needs to happen before you can start?

Not everyone who registers for a role will be successful, it will depend on the number of opportunities available, completion of an appropriate selection process and the receipt of satisfactory references and an appropriate vetting check.

All of these arrangements are binding in honour only and are not intended to be legally binding. This role description should be considered as a guide only.

For further information on this role please contact:



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