

ROLE DESCRIPTION - CLUB WELLBEING AND PROTECTION OFFICER

OVERALL PURPOSE OF THE ROLE	
<p>To promote and provide a safe environment for children and young people involved in Scottish Football by providing advice, guidance and assistance to children, young people, parents/carers and other adults at the club and to respond appropriately to concerns about the wellbeing of children and young people.</p>	
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. ▪ Provide advice and/or guidance to children and young people at the club in relation to all aspects of their wellbeing and what they can expect from the club in relation to the protection and promotion of their wellbeing. ▪ 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, including by speaking to and supporting children and young people where necessary. ▪ 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	
Essential	Desirable
SKILLS	
<ul style="list-style-type: none"> ▪ Excellent and clear communication and interpersonal skills ▪ Strong listening skills and the ability to deal with sensitive situations with integrity. ▪ Ability to carry out assessment about the wellbeing of children and young people ▪ Ability to maintain records in an ordered and confidential manner 	<ul style="list-style-type: none"> ▪ Experience working with children
COMPETENCIES	
<ul style="list-style-type: none"> ▪ Challenge behaviour, including breaches the Code of Conduct and respond appropriately through the correct procedures and to drive the wellbeing and protection agenda. ▪ 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. ▪ The confidence and good judgment to manage situations relating to the poor conduct/behaviour of others towards a child/young person. 	

ADDITIONAL RELATED REQUIREMENTS

- 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