



TCA Committee Job Description

Role Title: Club Welfare Officer

Role Description: To act as focal point for the clubs Child Protection strategy, monitoring wellbeing of young members, monitoring any issues raised and reporting as appropriate to the relevant authority.

Responsible to: Chair/Committee/Club members

Key Tasks:

- Ensuring coaches CRB checks are in place and up-to-date
- Undertaking any relevant training to ensure best practice is maintained
- Monitor concerns from members
- Report any issues to relevant authority
- Review and update club policy on Safeguarding annually
- Be proactive in guiding the club forward into best practice
- Keep records of any actions/reports made/concerns

Liaison: Chair/Committee/club members/external bodies and local authority

Time Commitment: Average 2 hours per month approx.

Allowable Expenses:

These must be approved by Chair/Committee and supported by documentation ie receipt or invoice and presented to the Treasurer.

Time Period of Post:

One Year – from AGM to AGM