

POSITION DESCRIPTION

Member Welfare Officer



Non-Committee Role

Non-committee level position, plays a vital role in having a job without the extra commitment.

Objectives

- To manage concerns with players.
- To put in place safeguards to protect players.
- To report concerns about players to the executive committee.

Responsibilities

- Assist the association to fulfil its responsibility to safeguard players.
- Assist clubs to implement a safeguarding plan at club level.
- Act as the first point of contact for volunteers, coaches and players with concerns about a person's welfare.
- Implement reporting and recording procedures.
- Promote the club's values and code of conduct.
- Ensure appropriate confidentiality is maintained.
- Conduct player education around mental health, discrimination, alcohol and drugs.
- Undertake Welfare Office Training developed by Office of Sport
- Undertake tasks at the request of the president or executive committee.

Relationships

- Reports to the Executive Memberships.
- Liaises with the coaches.
- Liaises with the players.

Accountability

- Accountable to the executive committee
- Provide a report on portfolio operations to the executive committee when required.
- Seek ratification from the manager prior to committing the club to any financial expenditure or action.