



Role Description - Club Welfare Officer

Cre8 Football Club

Cre8 FC was established in 2016 and is an FA Accredited football club based in Croydon, South London. We provide a friendly environment which enables young players to develop their football abilities, make new friends, enjoy themselves and improve their understanding of football.

Safeguarding children, young people and adults at risk is everyone's responsibility and we are committed to ensure that all involved in Cre8 FC feel safe, valued and have positive experiences taking part. All our sessions and teams are managed by enthusiastic, experienced FA Qualified Coaches who are regularly DBS checked, are qualified First Aiders and receive safeguarding support and training.

We are fortunate to have a dedicated team of volunteers who provide invaluable support to our work and are always keen to recruit new members to our team. We understand that together, we make our community stronger.

To further build on our commitment to continuous improvement of our welfare and safeguarding arrangements and support the growth of our club we have an exciting volunteering opportunity as a **Club Welfare Officer**.

This role would be suitable for someone who wants to use their existing knowledge, experience and skills gained working with children and young people and who may want to increase their experience in pastoral, safeguarding or welfare roles. The successful applicant will work with approximately 20 children/families, become part of our committee and be fully supported by the club in the role. We require a commitment of approximately **4-5 hours per week**.

Purpose

To play a key role in ensuring the enjoyment, progression and safety of all involved with our club with particular focus on those under 18 years old.

Key Roles and Responsibilities

Have a detailed understanding of the club's responsibility to welfare and safeguarding when running activities for children and young people and:

- Ensure these responsibilities including "duty of care" are well understood by staff and volunteers and support them to implement this in day to day practice
- Work in partnership with the Youth League Welfare Officer
- Work with the County FA (CFA) Welfare Officer and other CFA staff as appropriate, (e.g. CFA Disciplinary staff)
- Help us to develop best-practice processes and promote The FA's Respect Programme

It is essential that the Club Welfare Officer is perceived as being approachable, having a child-centred approach and the ability to maintain this perspective when carrying out their role.

If you are interested in this key role or would like more information, please contact Carol Barnes (Club Secretary) on 07522 395 086 or secretary@cre8fc.com



Person Specification, knowledge, experience and skills	Essential	Desirable
Experience of supporting young people either in paid or volunteer roles	X	
Knowledge and understanding of safeguarding children ¹	X	
A good communicator who can articulate clearly in a variety of situations with a range of audiences and people from diverse backgrounds	X	
Committed to and ability to abide by The FA Rules and Regulations and promote The FAs Respect programme and safeguarding children education programme	X	
Empathy when dealing with individuals, sometimes in demanding situations	X	
Ability to listen and assess situations fairly	X	
Ability to handle confidential information sensitively and with integrity	X	
Ability to reflect on own practice and can demonstrate a commitment to continual improvement	X	
Ability to commit 4-5 hours per week	x	
Reasonable level of administration experience and how to deal with confidential documentation	X	
Willingness to attend in-service training facilitated by either The FA or the local County FA	X	
Knowledge of safeguarding legislation		X
Knowledge and understanding of grassroots football		X
Have reliable access to the internet and be competent in electronic communications		X
Ability to attend training and matches on occasion		X



Person Specification, practical and suitability checklist	Essential
Willing and able to provide relevant current references	X
Knowledge of and positive attitudes to equal opportunities	X
Commitment to treat all children as individuals and with equal concern	X
Physical health – appropriate to carry out tasks	X
Able to be flexible	X
18 years of age or over	X
Understand the need for confidentiality when dealing with issues	X
Willingness to update skills and knowledge and attend inservice training facilitated by The FA or the local County FA	X
Completion of The FA CRB Disclosure process ² and acceptance by The FA of the outcome ³	X
Completion of The FAs Safeguarding Children and Welfare Officer Workshop-Cre8 FC to cover costs	X
Signed up to and agree to abide by the Code of Conduct for volunteer Welfare Officers	X

Acknowledgement:

I acknowledge that I have read the role description and requirements for the opportunity as a Football Assistant with Cre8 FC as set out above.

Volunteer Signature

Volunteer Name

Date