



Role Description

County Welfare Officer

Responsible to: Chairman of the Derbyshire County Golf Ltd (DCG)
Responsible for: N/A

Purpose:

To have primary responsibility for managing and reporting concerns about children and for putting into place procedures to safeguard children in the county structure, and supporting club welfare officers where relevant.

Working Relationships:

Internal:

- DCG Chairman – meetings and communication as required
- DCG Secretary – meetings and communication as required

External:

- Golf Clubs – communication and support as required
- England Golf's Compliance Department – regular communication
- Children's social care department, police and Local Safeguarding Children Board
- External Partners – communication as required

Main Duties and Key Responsibilities:

- Work with others in the County to ensure a positive child-centred environment
- Keep up to date with changes in legislation
- Assist the DCG to fulfil its responsibilities to safeguard children at County level
- Assist the DCG to implement its safeguarding children plan at County level
- Act as the first point of contact for Clubs, volunteers, parents, children and young people where concerns about children's welfare, poor practice or abuse are identified and act as the first point of contact with the England Golf's Lead Safeguarding Officer, Victoria Brown (v.brown@englandgolf.org Tel: 01526 351824)
- Implement the organisation's reporting and recording procedures
- Maintain contact details for the local children's Social Services, the Police and Local Safeguarding Children Board (www.derbyshirescb.org.uk)
- Promote the DCG's code of conduct within the County
- Ensure adherence to the DCG's safeguarding children training
- Ensure appropriate confidentiality is maintained
- Promote anti-discriminatory practice

Dimensions/Resources:

Staff:

- N/A

Financial:

- N/A.

Administrative:

- Attendance at DCG committee meetings when required
- Attendance at Junior events when required
- Safeguarding Training Courses when required

Location:

DCG offices, **or** Home or other remote office (for example golf club or county office). Prepared to travel/work weekends & evenings.



Person Specification – County Welfare Officer

	ESSENTIAL	DESIRABLE
Attainment:	<ul style="list-style-type: none"> A good command of English 	A Level English
Knowledge:	<ul style="list-style-type: none"> Local arrangements for managing safeguarding and reporting procedures DCG's role and responsibilities to safeguard and promote the welfare of children and young people DCG's policy and procedures related to safeguarding children and young people Awareness of equality issues and safeguarding 	<ul style="list-style-type: none"> National framework for safeguarding children Roles and responsibilities of statutory agencies and Local Safeguarding Children Boards Core legislation and government guidance How adults groom children for abuse Poor practice and abuse – behaviour that is harmful to children
Skills:	<ul style="list-style-type: none"> Child-focused approach Administration skills Advice and support-provision skills Communication skills Recording skills Ability to take responsibility for providing information about local resources, such as written material Ability to promote the organisation's policies, procedures and resources 	<ul style="list-style-type: none"> Attention to detail Computer skills Ability to provide basic training on safeguarding at club level, where supported and suitably trained by DCG
Competencies/ Behaviours:	<ul style="list-style-type: none"> To work independently or as part of a team. Excellent time management skills and the ability to prioritise work effectively. Explain information clearly, accurately and using appropriate language across a range of mediums. Approachable, confident and friendly. Encourage attitudes and behaviours that respect and value diversity and promote equal opportunities. 	
Relevant Experience:		<ul style="list-style-type: none"> Will have undertaken child protection training (e.g. Time to Listen)