

Bonnyrigg Rose Football Club



JOB DESCRIPTION PLAYER WELFARE OFFICER

Job Title: Player Welfare Officer

Responsible to: Club Committee

Skills and Attributes Required:

- Approachable with friendly manner
- Good Listener
- Well organised
- Motivated
- Prepared to pass on concerns to professional agencies when necessary.
- Observant

Main Duties:

1. Ensure that the Child Protection procedures are circulated and understood by all members.
2. Coordinate any in-service training for Child & Vulnerable Adult Protection issues
3. Update the clubs' Child and Vulnerable Adult Protection Policy when appropriate
4. Establish and maintain the complaints procedures.
5. Attend the Sports Coach UK workshop on Good practice and Child Protection
6. Be familiar with current Child Protection legislation.
7. Understand the National Governing Body Child Protection procedures, rules and regulations.
8. In the event of a complaint being made, ensure that the complaints procedures are met and see the procedures through to the final decision.
9. If unable to attend any Committee meetings, a report / apologies should be sent to the Chairperson



Bonnyrigg Rose Community Football Club, Poltonhall Sports Complex, 7a Poltonhall Avenue Road,
Bonnyrigg, EH19 2NU, Registered Charity SC050923

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Time Commitment: 4hrs

SIGNATURES

Player Welfare Officer

Date

Chairperson

Date