



**L W F C**

## Leek Wootton Junior Football Club

### Job Description - Club Welfare Officer

The role of the Club Welfare Officer is primarily to act as a point of contact in all issues relating to the welfare of young people and to ensure all appropriate documentation and forms are completed in accordance with the Football Association policy on such issues.

**Actual duties include:**

1. Ensure that the Club's child protection policy is publicised.
2. Ensure parents are aware of the club policy on child protection and the correct protocols for voicing concerns.
3. In consultation with the County FA welfare officer ensure all reported incidents are managed at the appropriate level in line with Football Association procedures.
4. Ensuring all volunteers hold valid CRB checks.
5. Assist in the promotion of the FA's Respect programme and helping to develop such a culture in Leek Wootton FC.

**Qualifications & Approvals:**

The Club Welfare Officer must have:

- Been accepted on the CRB check via The FA CRB Unit and
- Attended the FA Safeguarding Children and Welfare Officer Workshop.