



## Tadworth Cricket Club Welfare Officer - Role Description

- Role:** To promote good practice and implement safeguarding practices in the club.
- Approximate time commitment:** To be discussed with the club
- Useful skills:** Experience of safeguarding and child protection either at work or other volunteering e.g. teacher, social worker, police officer, charity organiser, etc  
Excellent communication skills; including the ability to advocate the benefits of safeguarding.
- Good administration skills and be able to collate and administrate paperwork and information received in a confidential manner  
Empathy with children and vulnerable adults
- Support / Training Received:** The ECB requires Club Welfare Officers to attend the following training to support and equip them for the role:
- A 'Safeguarding and Protecting Children' (SPC) Workshop every three years.
  - A 'Time to Listen' (TtL) workshop every 3 years – this is cricket specific.

Further details of these courses can be found at [www.ecb.co.uk](http://www.ecb.co.uk)

### Tasks

- Promote and implement the clubs Safeguarding Children Policy
- Act as a source of advice on current best practice and provide support to Club Management Committee and members of the Club on safeguarding issues and procedures.
- To attend Club Management Committee meetings as a member of the club management committee by right of role and to ensure that safeguarding is a mandatory standing item on the committee agenda
- To advise the Management committee in establishing which roles within the club require the post holder to undertake the ECB CRB Vetting process and ensuring that such CRB applications are completed
- To maintain accurate records and to keep all documentation in a secure fashion
- To ensure matters of possible child protection nature are reported / referred appropriately to the ECB and/or statutory authorities in a timely fashion, and in accordance with the ECB procedures

### Benefits of volunteering:

- To learn new and develop existing skills through hands on experience
- Personal & professional development and/or training
- The ability to explore different sorts of career or job opportunities in a voluntary capacity
- A chance to get out, have fun and meet some new people – enjoying the traditional social life that cricket clubs generate. .
- Experiencing new challenges ,
- Supporting your local community – putting something back into your community, personal satisfaction knowing you have helped others.
- A written/verbal reference
- A brilliant CV booster (73% of employers would employ a candidate with volunteer experience over one without)

If you would like further information or wish to apply for this opportunity please contact:

**Contact details of volunteer coordinator:**  
**Paul Griffiths 07802 712702 01293 779137 email: [paul@cricketcoach.info](mailto:paul@cricketcoach.info)**