

Kent County Council

Job Description: Sport Welfare Officer

Directorate:	Growth, Environment and Transport
Unit/Section:	Growth and Communities
Grade:	KSF
Responsible to:	Strategic Lead – Community & Partnerships

Purpose of the Job

To support local sports clubs and community organisations to provide safer environments which lead to inclusive, improved experiences for children and adults. By sharing best practice clubs will develop an effective welfare culture and help narrow inequalities to help achieve our Active Kent & Medway vision of 'More People More Active More Often'.

Main duties and responsibilities:

1. Engage with National Governing Bodies of Sport (NGB's), local County Associations and Active Kent & Medway (AKM) colleagues to identify the clubs which need support to develop appropriate policies and procedures and to deliver an effective welfare practice for all children, young people and adults.
2. Promote the welfare of children, young people and adults through provision of training for Club Welfare Officers, promoting best practice, engaging with local Club forums and attending events to raise welfare awareness with parents, carers and participants.
3. Alongside National Governing Bodies (NGBs), engage clubs in using the Culture Reflection tool via site visits, forums and presentations. Guide them through supportive conversations that create meaningful insights and lasting cultural change.
4. Prioritise visits to clubs where their Welfare Officers need support and provide guidance around embedding and promoting welfare across the whole organisation including the parents and carers of club members.
5. Facilitate and support reporting and referral of safeguarding cases from local to national, and if appropriate, support resolution of lower-level concerns.
6. Work collaboratively with key stakeholders to promote local, subregional and national level campaigns such as Play Your Way creating connections between those working on welfare within and across sport.
7. Facilitate the link between welfare within sport to external organisations such as statutory services and local safeguarding boards.
8. Regularly review, evaluate and report on progress, and share learning with Welfare Officers in other Active Partnerships and NGB's and the Active Partnership National Team.
9. Support colleagues when engaging with clubs regarding workforce development, equalities and club development including local place-based work.

10. Contribute to the team's overall work on the fundamentals of insight, monitoring and evaluation, workforce development, equalities, safeguarding, funding opportunities and reporting, in line with the Active Kent and Medway Operating Plan.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: Sport Welfare Officer

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
Qualifications	• A professional or vocational qualification in safeguarding or related subject experience.
Experience	• Worked in a safeguarding or welfare role in relation to children and young people or adults. • Experience communicating with the voluntary sector, clubs and organisations through a variety of mechanisms and promotional material, including written, digital, and verbal. • Experience of providing advice and guidance to clubs and organisations. Providing advice regarding effective welfare practices. • Coordinating and delivering training to representatives from clubs and organisations. Experience of providing training on welfare related issues.
Skills & Abilities	• Ability to build successful relationships at a local and subregional level. • Skills to manage dispute resolution, negotiations and mediations to support resolution of lower-level concerns. • Networking and connecting people, such as a network of welfare volunteers, and organisations, for example, a welfare officer forum • Ability to prioritise areas of work to those needing the most support when demand for support exceeds expectation. • Ability to use digital technology, (Microsoft 365 applications, such as word, excel, teams, outlook and forms) to effectively communicate, maintain records and share resources. • Ability and willingness to travel across the county to visit sports clubs to provide training at various locations and to attend evening and weekend meetings as required
Knowledge	• An understanding of partnership development including fostering trust, collaboration and long-term relationships across diverse communities and organisations. • An understanding of safeguarding requirements/guidance and how it applies to adults and children • Knowledge of welfare issues, priorities and policies inside and outside sport. • Excellent presentation skills, with the ability to engage diverse audiences and communicate complex ideas clearly. • Knowledge of Sport England's Strategy 'Uniting the Movement' and of the role of National Governing Bodies within the sports sector.

KENT VALUES AND CULTURAL ATTRIBUTES	Kent Values: • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make Our values enable us to build a culture that is: Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile Curious - constantly learning and evolving Compassionate and Inclusive - compassionate, understanding and respectful to all Working Together - building and delivering for the best interests of Kent Empowering - Our people take accountability for their decisions and actions Externally Focused - Residents, families and communities at the heart of decision making
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