



Cumberland Council

Post Specification

Date	September 2023
Post Group Number	7983
Post Title	Sport Welfare Officer
Job Family	People Care and Development
Job Family Role Profile	PCD10
Final Grade	10

To be read in conjunction with the job family role profile

Service Area description

Active Cumbria is one of 42 Active Partnerships covering every part of England, and is part of Cumberland Council's Public Health & Protection Service. Through the provision of leadership, expertise, insight and connectivity, we support local organisations to develop services to achieve a wide range of outcomes through increasing participation in physical activity and sport in communities across Cumbria.

Purpose of this post

To lead on the delivery of a range of welfare and safeguarding related functions on behalf of Active Cumbria. Providing national governing bodies of sport, and sports clubs within Cumbria with appropriate training, support, advice, and guidance to ensure that good welfare practices and safer club environments are in place for all participants.

Key job specific accountabilities

1. Lead on the promotion of children and young people's, and adults welfare within the sports sector, advocating and influencing national governing bodies of sport and sports clubs on the importance of embedding safe practices in club settings.
2. Lead the provision of training for club welfare officers from a range of sports, ensuring a learning culture is embedded in sports clubs across Cumbria.
3. Ensure the role of sport welfare is aligned and connected into statutory agencies across the county, including Cumbria Safeguarding Children's Partnership, and Cumbria Safeguarding Adults Board.
4. Provide regular high quality communications to club welfare officers, promoting best practice and the latest learning, using a variety of mechanisms including e-newsletters, virtual, and face to face forums.
5. Lead on providing training, advice, and support to welfare officers to facilitate the efficient reporting and referral of safeguarding cases from local to national.
6. Provide professional support to club welfare officers and other local agencies to ensure the resolution of lower level safeguarding or poor practice concerns.
7. Influence and persuade club welfare officers and other club administrators to undertake reviews of policies and practices, leading to improved safeguarding cultures within sports clubs across Cumbria.

8. Provide professional and regular one to one support to welfare officers through the provision of club visits.
9. Attend events to raise awareness of welfare and safeguarding issues with parents, carers and participants.
10. Lead the development and facilitation of regular opportunities for welfare officers from a range of different sports to network, connect and share information and learning around good practice.
11. Lead on the collection and analysis of data and insight to provide robust intelligence to assess impact of the role, and inform on the planning for the future both internally and with partners.
12. Support the preparation and completion of Sport England and others Performance Management Reports.
13. Support Active Cumbria and the Council in the achievement of National Standards for Equality and Safeguarding and well as Organisational Improvement.
14. Ensure that all projects, programmes and events adopt relevant equality and diversity and safeguarding policies.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities

- Development & Training Budget of around £7,500 per annum.

Staff Management Responsibilities

- No direct staff management responsibilities.

Other

- N/A

Essential Criteria - Qualifications, knowledge, experience and expertise

Qualifications

- Educated to NQF/FHEQ level 4 plus extensive demonstrable experience of working in a related environment

Knowledge

- Extensive knowledge of leading welfare and safeguarding issues, priorities and policies from both within and outside of the sporting context.
- Knowledge of the welfare and safeguarding infra-structure inside and outside sport.
- Extensive knowledge of welfare and safeguarding procedures, including those followed in response to safeguarding concerns.
- Knowledge of case management thresholds for lower level and serious concerns.
- Awareness of the issues affecting the voluntary workforce and their development and deployment.

Experience & Skills

- Professional welfare experience working with children and young people and adults.
- Ability to lead training and networking activities on a group or 1:1 basis.
- Good interpersonal skills, including negotiation and influencing.
- Effective enhanced communication skills – verbal and written.
- Dispute resolution and mediation.
- Political environment awareness.
- Ability to manage self and prioritise effectively.
- Problem solving skills and ability to act on own initiative.
- Ability to build and maintain productive working relationships.
- Present a professional image and exhibit a high level of customer care.
- Ability to effectively monitor and evaluate.

- High level ICT competencies.

Disclosure and Barring Service – DBS Checks

- This post requires a DBS check.
- The level of check required is:
 - DBS Enhanced - Children & Adults

Job working circumstances

Emotional Demands	N/A
Physical Demands	Occasional lifting and carrying of everyday equipment and resources before and during the delivery of events
Working Conditions	The post will require frequent and regular attendance at meetings and training activities in the evenings and at weekends.
Other Factors	
<ul style="list-style-type: none"> • N/A 	