



Job Specification

Role: Club Welfare Officer

Reports to: General Manager

Job Type: Part-time (approx. 4-5 hours per week)

Location: Working from home with requirement to attend meetings at Gresham Sports Park, Regatta Way Sports Ground and other locations in local area

Role Overview

To safeguard and promote the welfare of all players and volunteers within the Club, ensuring a safe, inclusive and positive football environment in line with FA safeguarding standards and best practice.

Key Responsibilities

- Act as the Club's designated safeguarding lead and first point of contact for all welfare and safeguarding concerns.
 - Ensure safeguarding policies, procedures and codes of conduct are up to date, implemented, and communicated effectively across the Club.
 - Support coaches, team managers and volunteers in applying safeguarding best practice.
 - Manage safeguarding concerns appropriately, escalating to the County FA and relevant statutory agencies where required.
 - Ensure all relevant personnel hold valid DBS checks and complete required FA safeguarding training and renewals.
 - Maintain accurate, confidential records of all safeguarding concerns and actions taken.
 - Liaise with the County FA Welfare Officer and external safeguarding partners as required.
 - Promote a culture of respect, inclusion, equality and appropriate conduct across all age groups.
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Requirements

- FA Safeguarding Children qualification (and commitment to ongoing renewal).
 - Enhanced DBS check (**pre-requisite to appointment**).
 - Strong understanding of safeguarding legislation and best practice in youth sport.
 - Excellent communication, judgement and interpersonal skills.
 - Ability to manage sensitive issues with discretion, professionalism and confidence.
 - Commitment to the values and ethos of the Club.
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Training & Support

- Full FA Club Welfare Officer training will be provided at the Club's expense.
 - Ongoing support from the Club General Manager, Board of Trustees and County FA Safeguarding team.
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Additional Notes

- The FA template for appointing a Club Welfare Lead [CWO Template](#)