



Job Title: Wellbeing and Protection Officer

Responsible to: Executive Committee

Purpose - Promote training opportunities for volunteers. Ensure an up to date Child Protection Policy is maintained and easily available. Advice and liaise on all Wellbeing and Protection issues.

Duties and Responsibilities

- Abide and promote all Club policies.
- To liaise closely with Scottish Swimming and other organisations as required and maintain effective working relationships.
- To produce and maintain an effective Wellbeing and Protection Policy with relevant guidelines and information.
- To attend training regularly and ensure local training opportunities are available for coaches and other helpers.
- To handle all complaints and disclosures according to the policy and procedures.
- To maintain the Wellbeing and Protection folder.
- To assess requests for the use of photographic and video equipment.
- To ensure all coaches and other helpers sign and act according to the relevant Code of Conduct.
- To establish and monitor appropriate recruitment and selection procedures and offer advice as required.
- To ensure an effective, safe environment for all members.
- To attend General Committee meetings to advise the club on matters of a Wellbeing and Protection nature and contribute to the general management of the club.
- Attend fundraising events.

NB this is not an exhaustive list and can be adapted by the Club.

Updated: February 2019 CW