



Role profile

Role title	Sport Welfare Officer
Corporate directorate	Neighbourhoods
Service	Communities (Active Cornwall)
Grade	3
Reports to (role title)	Development Manager (Community/Workforce)
Version	1.2
JE code	2500

Approving manager	Tim Marrion
Date	September 2023

If you would like this information in another format please contact:

Cornwall Council
County Hall
Treyew Road
Truro TR1 3AY

Telephone: **0300 1234 100**

Email: **enquiries@cornwall.gov.uk**

www.cornwall.gov.uk

Role purpose

The Whyte Review, published in July 2022, questioned the level of safeguarding responsibility delegated to volunteers at a regional/local level. Sport England's policy response, published with UK Sport in January 2023, included a proposal to fund a professional, national network of Sport Welfare Officers in England. This post is part of this national network and is located within the Active Partnership in Cornwall.

The role will lead a portfolio of welfare related programmes contributing to Active Cornwall's vision for EVERYONE in Cornwall to have the opportunity to live an active, healthy and happy life. This includes:

- Working with National Governing Bodies (NGBs) and their local clubs to promote good practice and safe sport on a local level.
- Good governance within Active Cornwall liaising with Safeguarding Lead, Business Manager and Board to ensure that Active Cornwall remain compliant in the area of safeguarding for children and adults at risk and model's excellent practice.
- Complement the work of the existing safeguarding structure inside and outside sport.
- Hold relationships with statutory services e.g., Local Authority Designated Officers (LADO)
- Raise awareness of safeguarding with parents/carers and participants either inside or outside sport.
- Share good practice locally and provide feedback to NGBs either sub-regionally, regionally or nationally (on either good or poor practice).
- Contribute to the establishment of good welfare practice with safer club environments for participants and sports clubs, moving from welfare compliance to effective safeguarding culture.

Dimensions

Annual financial accountability
£9K Training and Delivery Budget
Management accountability
None

Accountabilities

Cornwall Council is a dynamic organisation, and the particular duties and accountabilities may vary from time to time without changing the general character of the role or the level of responsibility entailed. Individual objectives will be agreed via the PDS appraisal process.

To provide welfare support to the network of club welfare officers across Cornwall to successfully deliver the Sport England Sport Welfare Programme objectives.

Duties will involve advising, training, influencing, signposting and developing relationships as required to encourage sharing of best practice and learning as well as:

- Demonstrating knowledge of the welfare sector and understanding of target audience to build positive experiences for children, young people and adults within sport and physical activity. With particular focus on addressing inequalities.
- Identifying, developing and maintaining strong relationships and connections to contribute to the local outcome for Cornwall to be a brilliant place to be a child and grow up.
- Planning, organising and managing specific welfare related development programmes related to club welfare officers and Active Cornwall interventions in conjunction with local NGBs and statutory agencies.
- Being Active Cornwall's lead officer and principal point of contact for specific welfare related work themes and/or projects.
- Maintaining and developing contacts with other statutory and voluntary agencies.
- Adhering to the Local Authority's arrangements for the safeguarding of children and young people, consulting with and working alongside other agencies and professionals as appropriate.

General

- Be an advocate for Active Cornwall and promote best practice working across the team, Council and partners.
- Represent Active Cornwall on corporate working groups as required, including local safeguarding partnerships and Boards enhancing reputation of Active Cornwall in the process.
- Collaborative working with partner agencies to deliver shared Active Cornwall priorities.
- Provide, receive and analyse complex information in various formats which involves seeking out, critically appraising and interpreting research evidence and statistics.
- Deputise for Senior Managers where appropriate and act on their authority on a wide range of issues, including make decisions in their absence as and when required.
- Contribute to the on-going strategic development and impact of Active Cornwall ensuring a collaborative, consistent and joined up approach by all team members and happy, healthy, inclusive and dynamic work culture.
- To undertake development and special projects as allocated by your line manager.

Corporate accountabilities

Information security and governance

Manage information in line with the Council's policies, procedures and guidance on subjects such as Data Protection, Freedom of Information, confidentiality, information security and sharing, the information lifecycle and data quality, to ensure compliance and efficient and effective information governance.

Safeguarding

Maintain awareness of Council policies and practices regarding the safeguarding of children, young people and/ or adults who may be at risk. Report concerns/ allegations in accordance with corporate guidance and procedures

Equality & Diversity

Work to eliminate unlawful discrimination, harassment and victimisation and report incidents as they occur. Treat everyone with dignity and respect and ensure individual's needs are met. Challenge inappropriate behaviour and language constructively, advising on alternatives so the opportunity for change can be considered

Key objectives

- Promote both children and young people's and adults' welfare.
- Train (or organising training for) club welfare officers (prioritising new Club Welfare Officers) with a focus on responding to allegations, concerns and complaints.
- Communicate with Club Welfare Officers using new or existing forums/networks.
- Promote best practice to Club Welfare Officers.
- Facilitate and support reporting and appropriate referrals of safeguarding cases from local to national with Club Welfare Officers, NGBs and LADO and, if appropriate, support resolution of lower-level concerns.
- Support and provide guidance to the Time2Move Holiday Programme and wider Active Cornwall CYP and Adult interventions.
- Ensure a culture of listening to children and young people and co-creation is embedded within clubs and wider physical activity interventions.
- Prioritised club visits (to support Club Welfare Officers).
- Prioritised event visits (to raise welfare awareness with parents/carers and participants).
- Connect people working on welfare within and across sports (national, subregional and local).
- Connect welfare inside to outside sport (e.g. statutory services including Cornwall & IOS Safeguarding Children Partnership).
- Share best practice locally within Active Cornwall and across local partners and work with other officers and AP National Team.
- Focus resources into specific areas according to need as identified by local statutory services.
- Undertake any other duties and participate in projects commensurate with the nature and grading of this post or at the direction of the line manager.

Competencies and other requirements

We use the following criteria below to assess your suitability for the role; please refer to the recruitment & selection column to establish at which stage the criteria are assessed. Requirements assessed at the 'Application' stage represent the minimum essential requirement for shortlisting purposes

Behaviours	Recruitment and selection
<p>Working together You understand and focus on customer needs and work well with colleagues and partners.</p> <ul style="list-style-type: none"> You understand and are attentive to the needs of your customers You listen to the views of others and seek them out You support and show consideration for others You work well with colleagues and partners and acknowledge the different ideas, perspectives and backgrounds of others You are committed to the protection and safeguarding of children, young people and vulnerable adults You share information and expertise with others You are honest, you respect and you build relationships of trust You share your achievements and acknowledge the achievements of others 	<p>Interview</p>
<p>Personal responsibility You take responsibility for your work, your environment and your development</p> <ul style="list-style-type: none"> You are trustworthy and reliable You pay attention to your own health, safety and wellbeing and that of others You acknowledge errors, report them as appropriate and play your part in addressing them You appropriately challenge unhelpful behaviour You seek feedback and review your own contribution You are open to change and improvement You take responsibility for your development You are enthusiastic about and take pride in your work 	<p>Interview</p>
<p>Resourceful You apply expertise, solve problems and make improvements to deliver good customer outcomes</p> <ul style="list-style-type: none"> You plan and organise your work and manage your time effectively You gather relevant information, analyse it and make timely informed decisions in the course of your work You are flexible and adaptable 	<p>Interview</p>

<ul style="list-style-type: none"> You respond constructively to change You demonstrate financial awareness relevant to the job you do You use your initiative and are creative in problem solving You deliver results and manage customer expectations 	
---	--

Knowledge, skills & experience	Recruitment and selection
Experience of welfare-related leadership including engagement with statutory services, building relationships locally and regionally and driving cultural change in welfare.	Application Form / Interview
Suitable candidates are likely to have qualifications and training in Welfare related courses/awards and services for children, young people and those who care for them.	Application Form
Knowledge / understanding of professional welfare issues, priorities, policies, procedures and infra-structure outside sport and within sport.	Application Form / Interview
Skills in dispute resolution, negotiation and mediation to support resolution of lower-level concerns and knowledge of case management thresholds.	Application Form / Interview
Experience of workforce development and deployment within the welfare sector including training, networking and engagement with the voluntary sector.	Application Form / Interview
Communication – excellent written and oral skills including use of digital technology and ability to be diplomatic and work on a one-to-one basis in the community	Application Form / Interview
Evidence of an approachable manner and an aptitude to supporting people in the community	Interview
Adhering to timelines – ability to work under pressure, prioritise and target resources effectively	Application Form / Interview
Autonomy – manage workload effectively with minimal supervision, whilst seeking advice and help appropriately	Interview
To be aware of and demonstrate adherence to policies and procedures both nationally and locally e.g. Health and Safety, Lone Working, Data Protection, Safeguarding, Achieving High Attendance and Equality and Diversity.	Interview
Demonstrate the ability to work as a member of a team, supporting staff both in the service and the community and to participate in and contribute to team meetings.	Application Form / Interview
Proven ability to read and write clear and timely reports, records and reviews as needed using a theory of change/evaluation study.	Interview
Ability to travel and work evenings and/or weekends engaging with volunteer welfare volunteers.	Interview

Other requirements	Recruitment and selection
Current valid driving licence and access to a vehicle	YES

This position is subject to a criminal records disclosure check	YES
This is a politically restricted position	NO