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**WELFARE OFFICER - NEW MALDEN TENNIS CLUB**

**The Role**

As the Welfare Officer it is your responsibility to:

1. Respond to any concerns or issues that arise for children, young people and adults at risk in a confidential and sensitive manner.
2. Contact Children’s Social Care and the Police if a child is at immediate and significant risk of harm.
3. Contact Adult Social Care or the Police if an adult at risk is at immediate and significant risk of harm.
4. Record any concerns reported to you in relation to children, young people and adults at risk appropriately.
5. Actively promote the safety and well-being of all children young people and adults at risk with members and committee member.
6. Ensure all club members are aware of their duty of care towards children, young people and adults at risk, which means ensuring their safety and well-being.
7. Support and assist the club to fulfil its responsibilities when organising activities for children, young people and adults at risk.
8. Support and assist the club to fulfil its responsibilities for *Tennismark i*n relation to children, young people and adults at risk.

**Essential Skills and Values**

You must be able to:

* promote safety and well-being throughout New Malden Tennis Club and ensure that safeguarding remains on the agenda of each Committee meeting;
* deal with concerns that may arise in relation to children, young people, adults at risk in a calm and composed manner, treating information seriously and confidential;
* develop trusting and successful relationships with children, young people and adults;
* manage confidential information sensitively and with integrity;
* be a good listener with excellent communication skills, both written and verbal, to support those who may seek advice;
* exercise common sense approach and assess situations fairly;
* maintain good records.

**Qualifications**

Essential:

* A valid LTA DBS
* Safeguarding and Protection in Tennis Certificate

Desirable:

* GCSE English