Role	County Welfare Officer - Voluntary
Organisational Area	Yorkshire Aquatics Limited
Reporting to:	Management Board Chair
Working arrangements:	The Welfare Officer ensures that the County provides a safe, inclusive, and positive environment for all members—especially children, young people, and vulnerable adults. They act as the County's lead for safeguarding, wellbeing, and member welfare, ensuring policies are followed and concerns are handled appropriately. The Welfare Officer operates independently of the County's administrative functions when managing welfare and safeguarding matters and acts as an impartial point of contact for concerns.

Key Responsibilities

Safeguarding Leadership

- Lead on the implementation of the County's safeguarding policies and procedures.
- Ensure the County meets Swim England's Wavepower requirements and any local safeguarding standards.
- Promote a culture where welfare, respect, and wellbeing are prioritised across all activities.

Point of Contact for Concerns

- Act as the primary support and/or escalation point for club welfare officers (or coaches, club members) within the County.
- Respond calmly, confidentially, and appropriately to disclosures or concerns.
- Liaise with Swim England's safeguarding team, local authorities, or statutory agencies when required.

Support for Coaches, Volunteers G Members

- Provide guidance to coaches and team managers on safeguarding best practice.
- Support volunteers in understanding their responsibilities around behaviour, supervision, and communication.
- Help ensure swimmers feel safe, listened to, and respected.

Compliance G Administration

- Maintain accurate, confidential records of safeguarding concerns and actions taken.
- Ensure DBS checks, safeguarding training, and relevant qualifications for coaches and volunteers selected for specific County events are up to date.
- Support clubs in understanding and meeting requirements relating to DBS checks, safeguarding training and volunteer compliance, and signpost clubs to appropriate support where issues are identified.
- Oversee the County's codes of conduct and ensure they are communicated and followed.

Visibility G Engagement

- Be a visible, approachable presence at County competitions, and events where possible.
- Build positive relationships with swimmers, parents, coaches, and committee members.
- Promote wellbeing initiatives, anti-bullying campaigns, and inclusive practices.

Continuous Improvement

- Keep up to date with safeguarding guidance from Swim England, the NSPCC, and statutory bodies.
- Review and update County policies annually or when guidance changes.
- Support the committee in embedding welfare considerations into decision-making and County development.
- Promote good governance practices that support safeguarding independence and member welfare throughout the County.

Skills G Qualities

- Strong interpersonal and communication skills
- Approachable, empathetic, and trustworthy
- Able to remain calm, objective, and confidential
- Good organisational skills and attention to detail
- Confidence to challenge poor practice and uphold standards
- Understanding of safeguarding principles (training can be provided)

Training G Requirements

- Enhanced DBS check
- Completion of all Swim England training requirements applicable to Welfare Officers.
- Commitment to ongoing learning in safeguarding and welfare
- Attendance of Regional C National Welfare Forums
- Support the development of future welfare volunteers and contribute to succession planning for the role.

Time Commitment

The appointment would be for a minimum of 2 years

- Regular availability for club welfare officers, swimmers, parents, and coaches, including evenings and weekends
- Attendance at committee meetings as required in a non-voting capacity to provide safeguarding and welfare updates, whilst maintaining appropriate confidentiality regarding individual cases.
- Time for record-keeping, training, and responding to concerns.

What will you gain from the experience?

- A chance to help the County meet its commitment to the welfare of all members
- Opportunities to develop leadership and governance experience.
- The satisfaction of supporting aquatics across the County and helping members thrive.