**NORTH DOWN HOCKEY CLUB**

**YOUTH WELFARE OFFICER - ROLE DESCRIPTION**

**JOB TITLE** Youth Welfare Officer

**RESPONSIBLE FOR**: managing and reporting concerns about children and young people and for the implementation of safeguarding procedures in the Club.

**RESPONSIBLE TO:** North Down Hockey Club General Committee

**MAIN DUTIES**

* To work with others in the Club to ensure a positive child centred environment.
* To assist the Club in fulfilling its responsibilities to safeguard children at club level.
* To be the first point of contact for volunteer coaches, parents/carers, children and young people where concerns about children's welfare or poor practice are identified.
* To implement the Club’s reporting and recording policies and procedures.
* To review and keep updated the Club’s Code of Conduct.
* To ensure adherence to Ulster Hockey’s Safeguarding training requirements.
* To promote inclusive and anti-discriminatory practices.
* To liaise with those in governing bodies responsible for safeguarding policies and procedures.
* To co-ordinate activities with the Club’s mental health first aiders to promote mental health and well-being within sport.
* To escalate any unresolved issues to the Child Protection Officer who is responsible for the independent handling of allegations or complaints relating to breaches of the Club’s Child Protection Policy and Procedures.
* To report monthly to the General Committee.

The current Youth Welfare Officer is Clare Smith who may be contacted at [ndhcyouthwelfare@gmail.com](mailto:ndhcyouthwelfare@gmail.com)