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## Club Welfare Officer

**Responsible to:**

Club Chairperson

**Objective:**

The Club Welfare Officer is responsible for appropriately reporting any safeguarding concerns or disclosures.

**Reports to:**

Club Chairperson

**Internal Relationships:**

Club Chairperson

Club Training Officer

Club Patrol Captains

Club Members under 18 years old

**External Relationships:**

Surf Life Saving Northern Region Club Development Manager

Child Protection Agencies

**Skills, Knowledge & Experience Desirable:**

* Ability to effectively communicate
* Is able to allocate regular time periods to maintain continuity of service
* Sound knowledge of health and safety
* Awareness of Safeguarding and Child Protection, anti-harassment and discrimination, codes of conduct, member protection and other relevant policies
* An awareness of the role that Surf Life Saving plays within the community and an understanding of Surf Life Saving Club ‘culture’
* Possess a good understanding of Club, Regional and National Surf Life Saving policies and procedures
* Be a trusted person associated with the Club

**Key Responsibilities:**

* To be the delegated Club officer responsible to the Club Board ensuring the Club complies with policies and procedures relation to child protection and health and safety.
* Ensure that child protection concerns are referred to the appropriate agency (CYFS or Police) immediately and all concerns (urgent and non-urgent) are notified.
* Liaise with members of the Club, SLSNR and other bodies in a confidential manner