



Vermont Vultures Basketball Club

Vermont Vultures Basketball Club – Role Description – Child Welfare & Safety Officer

Updated 9/11/2020

Role: Child Welfare & Safety Officer

Role classification: Voluntary

Exec Committee member: Yes

Committee member: Yes

Expected hours of work: 5-10 hours per month, variable by month

Purpose

The purpose of this document is to outline the roles and responsibilities of the Child Welfare & Safety Officer at the Vermont Vultures Basketball Club (The Club). These roles and responsibilities are not intended to be exhaustive, but rather to outline what is typically required to fulfil the role.

Summary

The role of Child Welfare & Safety Officer is a key role within the Vermont Vultures. The key responsibilities for this role including being the key point of contact for any issues, queries, and ensuring the Exec, Committee and The Club members are aware of their responsibilities in regards to child safety and welfare.

Role description

The Child Welfare & Safety officer works closely with the Exec Committee to ensure all responsibilities are completed.

1. Overall ownership of the clubs Child Safety Policy, ensuring access to all
2. Ensure the clubs Child Safety Policy is updated with any changes to Victorian Child Safe Standards (2016) and that the Exec Committee is aware of changes
3. Ensure committee members, team manager and coaches fulfil their responsibilities under club policies
4. Ensure the health and safety of all club participants is forefront in all Committee sanctioned activities
5. Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures
6. Management of the Club's Working with Children Check program
7. Act as a spokesperson for the club on Child Safety and Welfare matters when required
8. Maintenance of confidentiality on all relevant matters

Skills required

The successful applicant will possess:

- Understanding of Child Safety & Welfare compliance requirements for community based sporting organisations.
- Ability to communicate effectively both with individuals, Club Committee, Club members, and the local association
- Ability to review activities and facilities from a risk minimisation perspective

Qualifications required

- Past experience in a similar role (paid or voluntary)
- Current Working with Children Check
- A past or current affiliation with The Club as player, parent/guardian, Committee member, or active supporter

Remuneration

This role is a voluntary position

Position Description – Child Welfare & Safety Officer



Vermont Vultures Basketball Club

Mandatory Competencies/Licenses

- Working with Children Check

For more information on this role

Club Secretary secretary@vermontvultures.org.au