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**Essential**

* Experience or knowledge of a performance environment in sport.
* Excellent communication skills with the ability to communicate across a diverse audience in both age and role
* Experience of dealing with safeguarding or welfare concerns
* Proven ability to follow and apply policies and procedures
* Commitment to enabling a positive welfare environment ensuring that our sports are a safe space for all.
* Ability to clearly summarize facts and findings in written form and make recommendations about behaviour of concern.

**Role requirements**

* Attend events or competitions at the discretion and direction of Swim England.
* Attend Learn to Swim Schools where required
* Full driving license with ability to travel as required
* Valid Enhanced (with barred list check) DBS check
* Reporting and addressing issues and concerns through the correct channels and in accordance with Wavepower. In particular, reporting all welfare and safeguarding concerns to the Swim England Safeguarding Team via email.
* To act as an independent point of contact relating to Safeguarding and Welfare
* Work closely with the national events team to ensure effective welfare and safeguarding practices across all national events and to provide both on and off-site support as welfare officer for Swim England national events
* Work closely with Head of Performance Operations, talent leads and Learn to Swim team to ensure best practice is adhered to
* Work closely with Learn to Swim Team on Swim Membership Welfare Officer related support
* Communicate with athletes, parents, coaches and swim schools as appropriate when reviewing a welfare concern.
* Attend relevant meetings and provide, education and support to the relevant audience.
* Ensure accurate reports of all welfare concerns are kept with appropriate actions recorded via agreed system.
* Attend in person at least one day of a camp for each sport during a 12-month period. Regularly meet with appropriate Swim England staff and teams to review any ongoing concerns.
* Responding to relevant emails as directed by Swim England.
* Supporting Learn to Swim Programme on welfare issues.
* Carry out any other duties within the scope, spirit and purpose of the job and proactively comply with organisation policies and procedures.

**Values:**

Quality

Purpose

Togetherness

Fun

Resourceful

**Job Purpose:**

To act as an independent contact for all aquatic disciplines within Talent, National Events and Learn to Swim

To investigate welfare complaints within the talent programme, at national events and for Swim England Swim School members











**Job Title:** **Talent, National Events and Learn to Swim Welfare Officer**

**Department:** Safeguarding

**Reporting to:** Head of Safeguarding & Welfare

**Location:** Home based

**Role**: 35 hours per week (Monday to Sunday) flexible

**Grade:** 7

**Skills and experience required**

**Key responsibilities**

Job Description