English Schools' FA – Appointing an Association Welfare Officer

ASSOCIATION WELFARE OFFICER

Specification and Suitability Checklist

Person Specification:

Essential

- Experience of dealing or working with young people
- Knowledge and understanding of safeguarding children issues
- A good communicator in a variety of situations with people from diverse backgrounds
- Committed to and ability to abide by The ESFA/FA Rules and Regulations and promote The ESFA/FA's Respect programme and safeguarding children education programme
- Empathy when dealing with individuals, sometimes in demanding situations
- Ability to listen and assess situations fairly
- Ability to handle confidential information sensitively and with integrity
- Reasonable level of administration experience and how to deal with confidential documentation
- Willingness to attend in-service training facilitated by either The FA or The ESFA
- A knowledge of the structure, procedures and policies of The ESFA

Desirable

- Knowledge and understanding of schools and/or grassroots football
- Access to the internet and ability to use Emails

Suitability Checklist

Essential

- Willing and able to provide relevant current references
- Previous experience of dealing or working with children
- Knowledge of and positive attitudes to equal opportunities
- Commitment to treat all children as individuals and with equal concern
- Physical health – appropriate to carry out tasks
- Integrity and flexibility
- At least 18 years of age
- An accepted, Enhanced FA DBS Disclosure
- Understanding of the need for confidentiality when dealing with issues

- Reasonable level of administration experience and how to deal with confidential documentation
- Has attended The FAs Safeguarding Children and Welfare Officer Workshops
- Willingness to update skills and knowledge and attend in-service training facilitated by The FA or The ESFA
- Has signed up to and agree to abide by the ESFA Code of Conduct for volunteer Welfare Officers

Desirable

- Knowledge of child protection issues
- Knowledge of safeguarding children legislation
- Relevant football knowledge/understanding

NB If anyone is known to be unsuitable to work with children his/her application should be refused by the Association. If in any doubt about an applicant contact your ESFA Welfare Officer.

More information

If you need any further advice or information, please contact your ESFA Welfare Officer who will be happy to help you. More information about the role of the Welfare Officer is available on www.TheFA.com/Safeguarding by clicking on Welfare Officer FAQs under the Welfare Officer section.

The English Schools' Football Association and/or The Football Association reserves the right to refuse to accept any individual as a Welfare Officer where there is significant information held by The FA or English Schools' Football Association to suggest that they do not meet the suitability criteria provided.