



Job Role: Welfare Officer

The Welfare Officer is responsible for promoting safeguarding within Blackheath Lawn Tennis Club (the Club) and working with others to ensure a safe and inclusive environment is achieved.

Please note the Welfare Officer cannot be a member of our coaching team and should not be related to a member of the coaching team (for example, their spouse). The Welfare Officer should be someone over the age of 18.

Main Duties:

- Work with the Officers of the Club to promote safeguarding and ensure compliance with the LTA's minimum standards for venue registration.
- Act as the first point of contact for all children and adults where concerns about welfare, discrimination, poor practice are identified.
- Work with the LTA Safeguarding Team when concerns arise within the Club.
- Maintain contact details with the LTA Safeguarding Team and key statutory agencies.
- Contact the Local Authority children's or adult social care teams and the police about concerns where appropriate.
- Work with the Committee and LTA to facilitate the completion of any action plan to address the results of any concerns.

Skills and Traits:

- Tactful and discreet
- Able to resolve conflict
- Approachable and trustworthy
- Good listener and friendly
- Caring and understanding
- Professional and helpful

Key Relationships:

- Chairperson and Committee
- Coaches and volunteers at the Club
- All members – juniors and adults, plus parents/carers of juniors

Time Commitment:

Available as and when concerns are raised.

Training:

- **Required – Safeguarding and Protection in Tennis (or another course approved by the LTA)**
- **Required – a valid DBS certificate obtained via the LTA – updated every 3 years**

Reporting To:

BLTC Committee.

Employment Status:

Voluntary, unpaid position.

Contact Us:

To apply, please email your CV and a cover letter outlining your suitability for the role to Diana Gaines:

chair@blackheathlawntennisclub.org

Closing Date for Applications:

Friday, 14th June 2024.

**Blackheath Lawn Tennis Club**

www.blackheathlawntennisclub.org.uk

Main Entrance (opposite Wyndcliffe Road): Rectory Field, Charlton Road, Blackheath, London SE7 7EY

Postal Address: Charlton Road, Blackheath, London SE3 8SR