

Job Description

Job Title	Welfare Officer (Merseyside Sport Partnership)
Directorate	Neighbourhoods & Housing
Service Area	Sports & Leisure
Grade	5
Competency Level	1
Salary	£28,770 - £33,024
Job Type	Hybrid
Location	Liverpool City Region Wide, with main Merseyside Sport Partnership office in Hunts Cross.
Disclosure and barring service (DBS)	Enhanced DBS
Job Evaluation Ref No	

Job Purpose

To lead on the delivery of a range of welfare and safeguarding related functions on behalf of MSP (Merseyside Sport Partnership). Providing national governing bodies of sport, sports clubs, and similar organisations across Merseyside with appropriate support, advice, and guidance to ensure that good welfare practices and safer club environments are in place for all participants.

Directly Responsible For:

Not applicable.

Directly Responsible To:

Partnership Manager for Communities (MSP).

Main Areas of Responsibility:

- Lead on the promotion of both children and young people's and adults' welfare within the sports sector, advocating and influencing national governing bodies of sport and sports clubs on the importance of embedding safe practices in club settings.
- Coordinate the provision of training for Club Welfare Officers (prioritising new Club Welfare Officers) and other club volunteers from a range of sports, ensuring a learning culture is embedded in sports clubs across Liverpool City Region.
- Provide regular high-quality communications to Club Welfare Officers, promoting training, best practice, the latest learning, and other relevant opportunities, using a variety of mechanisms including e-newsletter, virtual, and face to face.
- Promote best practice to Club Welfare Officers.
- Facilitate and support reporting and referral of safeguarding cases from local to national (and, if appropriate, support resolution of lower-level concerns).
- Provide professional and regular one to one support to Club Welfare Officers and club committees through the provision of club visits.
- Attend events, such as competitions, conferences, forums to raise awareness of welfare and safeguarding issues with parents, carers, and participants.

- Lead the development and facilitation of regular opportunities for welfare officers from a range of different sports to network, connect and share information and learning around good practice. Connect people working on welfare within and across sports (national, sub regional and local).
- Ensure the role of Welfare Officer is aligned and connected into the statutory agencies across the county including Safeguarding Boards, Partnerships, LADOs etc. Ensuring the connection of welfare inside to outside sport.
- Share best practice across the network and work with other officers and Active Partnerships National Team.
- Support the preparation and completion of Sport England and other relevant Performance Management Reports.

Supervision and Management Responsibility:

- No supervisory or line manager responsibility.

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.
- Monitor financial performance and deliver within a training budget of approx £7,500pa.
- Monitor financial performance, deliver within budget, and seek savings and efficiencies by exploring opportunities to draw funding where appropriate.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic, and environmental benefits for the council, residents and communities.

Physical Demands of the Job:

- Occasional manual handling of everyday equipment and resources.

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 1.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Educated to HND (or equivalent) or appropriate relevant experience (A)

Experience

Essential

- Professional welfare experience with children and young people and/or adults from either within or outside of sport (A/I)
- Experience of the welfare and safeguarding infrastructure from either within or outside of sport (A/I)
- Experience of dealing with welfare issues, priorities, and policies (A)
- Knowledge and experience of welfare procedure, including those followed in response to safeguarding concerns (A)
- Experience of using monitoring, evaluation and learning techniques to evaluate projects, demonstrating positive impact and improvement (A)
- Ability to lead training and networking activities on a group or 1:1 basis (A)

Desirable

- Knowledge of case management thresholds (lower-level and serious concerns)

- Awareness of the issues affecting the voluntary sector including the development and deployment of volunteers
- Awareness of sport related issues, priorities, and policies

Skills/Abilities

Essential

- Welfare-related leadership skills, such as leading the specialist welfare work area (A)
- Ability to provide group leadership (leading a group for cultural change in welfare) (A)
- The ability to develop strong relationships internally and external at local and sub-regional level (A/I)
- Communication skills both verbal and written (A/I)
- Interpersonal skills including negotiations, influencing, resolution and mediation (A/I)
- Personal organisational skills, including problem solving, ability to work under own initiative (A)
- A comprehensive understanding of IT, including the use of Microsoft Office, Google Workspace, and other applications (A)
- Ability to prioritise workload in terms of stakeholders, partners, issues, and opportunities (A/I)

Desirable

- Ability to lead/deliver training for volunteers

Commitment

Essential

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council (A)
- An understanding of and personal commitment to equal opportunities (A)

Desirable

- A commitment to training and taking ownership for self-development
- A commitment to upholding the 7 Nolan's Principles of Public Life – selflessness, integrity, objectivity, accountability, openness, honesty, and leadership
- Present a professional image and exhibit a high level of customer care

Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level
- Willingness to frequently travel across Liverpool City Region and work evening and weekends