



Role Specification: Welfare and Equality Officer

- Responsible to:** KCASA Management Committee
- Main purpose:** To ensure that the KCASA, all KCASA affiliated clubs and their members promote an 'aware' environment in relation to safeguarding and protecting children; to support members and Club Welfare Officers in matters involving children; refer issues to others such as the ASA National Safeguarding Children Co-ordinator or the Independent Child Protection Officer. To ensure that the KCASA, all KCASA affiliated clubs and their members promotes the nine 'protected characteristics' within equality and human rights: age, disability, gender, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sexual orientation and gender reassignment; refers anything that cannot be dealt with to the appropriate body.
- Skills required:**
- have an awareness and understanding of key child protection legislation and guidelines, especially Wavepower
 - have an awareness and understanding of the key discrimination laws
 - be approachable, diplomatic and able to interact well with people from a wide range of backgrounds
 - good analytical, problem-solving, team-working and verbal/written communication skills
 - strong interpersonal skills, listening skills and the ability to relate to people from a wide range of backgrounds
- Time commitment:**
- as a KCASA Council member, attend the Annual Council Meeting (2 hours)
 - report to the KCASA Management Committee as necessary
 - 1-2 hours per month on administration tasks
 - variable depending on issues raised
- Key tasks:**
1. To be a point of contact and guidance for KCASA club welfare officers and its members in relation to safeguarding/child protection and equal opportunity issues
 2. To actively support KCASA affiliated clubs and their members whether with guidance or practical support during meetings, etc
 3. To promote the importance of all activities undertaken by KCASA affiliated clubs and their members meeting guidelines (Wavepower)
 4. To maintain knowledge and awareness of current safeguarding and child protection legislation, attending updates as necessary
 5. To liaise with the Regional Welfare Officers, ASA National Safeguarding Children Co-ordinator, the Independent Child Protection Officer or external bodies as necessary
 6. To maintain knowledge and awareness of current discrimination legislation and attend updates as necessary
 7. To liaise with external equal opportunities organisations such as the Equality and Human Rights Commission as necessary
 8. To identify sources of grants and practical assistance (eg to assist with employing people with disabilities)
 9. To ensure that KCASA recruitment opportunities are handled fairly
 10. To ensure that all KCASA materials that are free from discrimination
 11. To liaise with the Workforce and Volunteer Co-ordinator to ensure that workshops are set up as necessary
 12. To promote Swim 21 accreditation
 13. To adhere to and promote the Amateur Swimming Association's Child Protection Policy
 14. To adhere to and promote KCASA rules, regulations and other policy statements
 15. Undertake any other tasks appropriate to this level of responsibility

