

STOWMARKET STRIDERS RUNNING CLUB

VOLUNTEER JOB DESCRIPTION

(approved by Club Committee: 15th December 2025)



Welfare Officer

Purpose and tasks:

1. Whilst safeguarding is the responsibility of everyone in the club, led by the committee, the club welfare officer ensures a dedicated person with primary responsibility for managing and reporting concerns about children or adults at risk.
2. This is a crucial role to ensuring that members have a safe and positive experience at their Club. The welfare officer is the key contact and coordination person for all welfare matters within the club.
3. Implement good safeguarding governance in line with England Athletics guidelines, maintaining and regularly reviewing adult and junior safeguarding policies and procedures.
4. Maintain and review the club's inclusion, equality, anti-bullying and club disciplinary processes alongside the Club Chair and generally ensure that the Club is maintaining practices and procedures in line with EA's Club Standards to ensure best practice and high standards are always in place.
5. Complete training and training updates to ensure compliance with England Athletics standards and expectations for a club welfare officer
6. Ensure that the required DBS checks are kept up to date.
7. Provide admin support (if necessary) or sit on any club disciplinary panel (if convened under the club's disciplinary and complaints process).

Responsible to:

The Chair

Competencies:

Knowledge of the club's safeguarding policies and procedures, inclusion, equality, anti-bullying and complaints procedures, as well requirements for EA club standards.

Approachable and good communicator

Support / training:

Safeguarding in Athletics Child Welfare course; Adult Welfare course (optional), UKA DBS check

In signing this declaration, I have read the job description above and agree to represent the Stowmarket Striders Running Club as a volunteer performing the role described for the calendar year. In performing this role, I agree to abide by the Club Rules and policies on Codes of Conduct, Child Protection and Equity.

Name

Signed

Dated

For Calendar Year

