



NEWTON JAGUARS NETBALL CLUB

POSITION DESCRIPTION – Child Safety Co-ordinator

ORGANISATION:	Newton Jaguars Netball Club
POSITION TITLE:	Child Safety Co-ordinator
POSITION TYPE:	Volunteer
RESPONSIBLE TO:	Club President, Club Committee
TERM OF OFFICE:	1 Year / 2 Year
TIME COMMITMENT:	Hours per week as negotiated

POSITION REQUIREMENTS

PURPOSE:

The Child Safety Co-ordinator will be the first point of contact for all matters of safeguarding Children and Young People at NJNC.

The Child Safety Co-ordinator will ensure NJNC are committed to the safety and wellbeing of all children and young people who participate in netball and supports the rights of the child and will act at all times to ensure NJNC is a child-safe environment for all participants.

KNOWLEDGE / SKILLS

- Good Communication skills in dealing with Sensitive issues
- Friendly and caring attitude
- Well informed on associated bodies Child Safety policies
- Aware of the future directions and plans of NJNC
- Understanding of the NJNC Constitution / By-laws / Policies and Procedures.
- Displays strong supportive leadership skills to all members, players, volunteers and parents
- Maintain Confidentiality on relevant NJNC matters
- IT competency – familiar with basic operating systems, Microsoft Office, Internet, email and Facebook
- Ability to make decisions and act in the best interest of NJNC and Players

RESPONSIBILITIES AND DUTIES

- Develop active “BELIEVE IT – ACHIEVE IT” culture with all NJNC members
- The Child Safety Co-ordinator will be the first point of contact for all safeguarding Children and Young People matters.
- Maintain and develop NJNC policies and Codes of Conduct to ensure it reflects the policies of associated bodies with which it is affiliated.
- Promote good practice of safeguarding Children and Young People creating a welcoming and safe environment at NJNC
- Encourage and promote an environment where Children, Young People, Parents and Guardians are participants in the decision-making process
- Ensure all Coaches, Team Managers and Netball Officials are aware of NJNC Child Safety and Code of Conduct policies that are in place. Arrange meeting to update and answer any questions on Child Safety



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RESPONSIBILITIES AND DUTIES CONTINUED:

- Follow up and maintain relevant DSI checks and records, in accordance with governing bodies
- Communicate with players / parents with regard to any Child Safety grievances.
- Ensure Secretary and Club Committee are informed of any issues raised.
- Ensure that issues raised are investigated and dealt with as a priority in line with NJNC Priority. Ensure that the issues raised and findings are documented in consultation with the Secretary and Club Committee.
- Ensure that safeguarding Children and Young People is a standing agenda item for each Committee meeting.
- Attend monthly Committee Meetings and provide report. Copy to be forwarded to Club Committee, Club Secretary prior to meeting.
- Maintain register of incidents and outcomes.

ADDITIONAL INFORMATION

REQUIRED CHECKS:

- Working with Children
- DSI Check

THE OPPORTUNITY TO:

- Work as part of a team of people dedicated to the growth and development of netballers, coaches and officials of NJNC
- To provide skills in a positive, engaging and challenging way
- Be an active contributor to providing a safe, caring and positive environment for young people being involved in the NJNC
- Be part of a group of people dedicated to the development and longevity of the NJNC

REIMBURSEMENT OF OUT OF POCKET EXPENSES:

- Subject to advanced authorization and presentation of receipts

FOR FURTHER INFORMATION REGARDING THIS POSITION PLEASE CONTACT THE PRESIDENT OR SECRETARY OF THE NEWTON JAGUARS NETBALL CLUB ON THE WEBSITE