

Role Descriptor: Wellbeing Officer

Role Purpose

To act as the lead in improving member wellbeing and club inclusion, taking responsibility for reporting concerns and signposting to Students' Union and University services.

Roles & Responsibilities

1. Be the main point of contact for club members parents/carers, coaches and volunteers if they have any concerns
2. Provide the membership with awareness of Students' Union and University signposting for anything linked to behaviour and wellbeing
3. Ensure everyone in the club recognises they have a common-sense duty of care towards one another
4. Raise awareness of the Sports Union Code of Conduct with all members
5. Make a conscious effort to get to know all members and demonstrate approachability, reiterating your role and responsibilities at regular points throughout the academic year
6. Follow Sports Union policies and procedures, particularly around behaviour and wellbeing
7. Take responsibility to appropriately report any concerns or incidents with the Sports Union in an efficient manner, engaging in any processes laid out by the Sports Union
8. Take the lead in building inclusion within the club in consultation with the full CSTW, providing opportunities for all members to engage in
9. Take the time to attend appropriate training and workshops relevant to the role as outlined by the Sports Union, such as safeTALK etc.
10. Attend all committee meetings and club AGM

Personal Specification

The wellbeing officer will ideally be:

- Approachable and friendly
- A good listener
- A good communicator
- Empathetic
- Sensible
- Able to adapt to unexpected situations
- Honest
- Reliable
- Trustworthy
- Respectful
- Able to develop positive relationships
- Able to maintain confidentiality