

BLIGH PARK FOOTBALL CLUB



Position Description: Member Protection Information Officer

Overview

The Member Protection Information Officer is responsible for:

- Being the first point of call for any enquiries, concerns or complaints about discrimination, harassment, abuse, or other serious matters.
- Providing information about the rights, responsibilities, and options available to an individual making a complaint.
- Listening and being an impartial support person to the complainant whilst also ensuring they are not involved in the mediation or investigation of complaints.
- Improving awareness of child protection and providing a safe and enjoyable sporting environment.

Responsibilities

Prior to the season

1. Gather registration records from the Club's Secretary and/or Registrar to determine who the nominated Coaches and Managers are for each team.
2. Ensure no Coach or Manager at the Club has any direct involvement with minors unless issued a Working with Children Check clearance by the Office of the Children's Guardian.
3. Ensuring that, once supplied by a Coach or Manager, all Working With Children Check details are recorded by the Club.
4. Ensuring the Club displays or provides active links on social media platforms and/or Club website to all matters concerning conduct, behaviours and/or processes for dealing with any potential concern, complaint, or risk.
5. Implement Privacy Act regarding all membership information.
6. Be available in the weeks leading up to the Football season.

During the season

1. Be available to assist Club members in addressing any enquiries, concerns or complaints about discrimination, harassment, abuse or other serious matters.
2. Monitor and ensure that should there be changes to team Coach or Manager during the season, the person concerned does not have any direct involvement with minors unless issued a compliant Working With Children Check by the Office of the Children's Guardian.
3. Provide the Committee with recommendations for improvements to membership practices for consideration prior to the Annual General Meeting.
4. Attend Club Committee meetings during the period of registration as stipulated.
5. General administrative duties as required to perform the role as Member Protection Information Officer.

Post season

1. Review Club processes and adjust as necessary for the upcoming year.
2. Review the list of people who have access to the Office of the Children's Guardian logins and remove access for those you no longer wish to have access through the off season and beyond.

End of year hand over

Updating key documents

At the end of each year a key activity of the Member Protection Information Officer is to review and revise their position description to ensure it continues to reflect the requirements of the role.

The Member Protection Information Officer should compile a list of people at the end of each season who have access to Office of the Children's Guardian logins and provide this list to the Committee.

Ideally the Member Protection Information Officer should review the plans for the following season and make recommendations to the Committee for any changes they suggest for next season.

The updated Position Description and supporting information must be provided to the Secretary prior to the Annual General Meeting each year.

Induction of the incoming Member Protection Information Officer

An important responsibility of the outgoing Member Protection Information Officer is to train, mentor and support the incoming Member Protection Information Officer.

Essential Skills and requirements

- Hold or be willing to apply for a current volunteer Working With Children Check.
- Well-developed interpersonal and communication skills with the ability to deal effectively with people faced with difficult or sensitive issues.
- Be willing to take action to address needs without being requested to do so.
- Personal integrity with the ability to treat individuals and their circumstances with respect and sensitivity.
- An ability to provide confidential information about a range of sensitive issues as requested.
- Staying on-task to completion, particularly in the face of obstacles or other trying circumstances.
- A knowledge of a variety of conflict resolution options and the procedures available to members.
- The ability to work collaboratively.
- The ability to be able to lead by example displaying a commitment to Clubs values.

The estimated time commitment required as the Member Protection Information Officer is **1-2 hours*** per week.

**this is applicable for the first month or so preceding the season commencing and for a few weeks thereafter until registrations are confirmed etc.*

Updated: July 2023