

## **Event Welfare Officer (Voluntary)**

Event: British Taekwondo National Kyorugi Championships 2025

Location: EIS, Coleridge Rd, Sheffield S9 5DA

Date: 4<sup>th</sup> and 5<sup>th</sup> October 2025

Reporting To: Event Safeguarding Lead

### **Role Purpose**

The Event Welfare Officer plays a crucial role in ensuring the safeguarding and welfare of all individuals involved in the event, particularly children, young people, and vulnerable adults. This voluntary role requires someone who is committed to maintaining a safe and respectful environment throughout the event.

### **Key Responsibilities**

- Ensure that all safeguarding policies and procedures are followed during the event.
- Act as the primary point of contact for safeguarding concerns, addressing any issues as they arise.
- Promote and raise awareness of safeguarding responsibilities with event staff, volunteers, athletes, and spectators.
- Conduct regular checks of event areas to ensure they are safe and secure for all attendees, especially young people and vulnerable individuals.
- Be proactive in identifying potential safeguarding risks and take appropriate action to prevent them.
- Respond promptly and appropriately to any safeguarding incidents or concerns, documenting and reporting them in line with the event's safeguarding protocols.
- Work closely with event organisers and the British Taekwondo Safeguarding Lead to ensure the well-being of all involved.
- Provide advice and support to athletes, coaches, officials, and volunteers regarding safeguarding concerns.
- Ensure that individuals are aware of how to report safeguarding issues, and that those reports are taken seriously and acted upon.
- Ensure that all participants, particularly those working with young people, are aware of appropriate conduct and the events safeguarding expectations.

### Skills and Experience Required

- A genuine commitment to safeguarding and promoting the welfare of young people and vulnerable adults.
- Strong communication and interpersonal skills, with the ability to engage confidently with people of all ages.
- Previous experience in safeguarding, child protection, or welfare roles, particularly within sports, is desirable but not essential.
- The ability to stay calm under pressure and respond quickly to potential safeguarding issues.
- Knowledge of relevant safeguarding policies, laws, and best practices.
- An enhanced DBS (Disclosure and Barring Service) check will be required.
- Time To Listen Welfare Officer course must have been completed within the last 3 years.

### Shift Details

- Morning (0830-1400) and afternoon (1330-1830) shifts are available.
- Please arrive at least 30 minutes before your shift for briefing and handover.

### What to Wear

- Comfortable, plain clothing
- Flat, closed-toe shoes suitable for walking/standing.
- Volunteer T-shirt (provided on the day).
- Accreditation badge (must be worn at all times).

### Skills and Attributes

- Friendly, approachable, and calm under pressure.
- Good communication and timekeeping skills.
- Confident in giving clear directions.
- Able to stand/walk for extended periods.
- A good understanding of safeguarding best practice and policy within sporting environments.

### What You'll Gain

- Gain valuable experience in safeguarding within a major sporting event.
- Opportunity to contribute to a safe and enjoyable environment for athletes and spectators.
- Be part of a dynamic and supportive team.

- Complimentary access to the event all weekend for you and one guest.
- Volunteer reference (on request).
- Refreshments and meals during your shift.