**LSESU Club Welfare Officer**

The Welfare Officer is a club member responsible for promoting safety, wellbeing and inclusivity within your club. You’ll be a **friendly, approachable contact** for members, ensuring activities are delivered safely and inclusively, while passing on concerns to the SU Sport Team.

For 25/26, this person can be a current committee member or a committed club member.

**You don’t need to be an expert,** just a supportive, willing member to help build a welcoming environment.

**Key Responsibilities**

* Be the **first point of contact** in your club for any welfare, health, or safeguarding concerns.
* Lead on **accessibility**: answer queries and work with the SU to make your club more inclusive.
* Help make sure **first aid cover** is in place and that kits are stocked and brought to sessions.
* Ensure any **incidents or near misses** are reported using the SU’s reporting system.
* Act as the **main liaison** with the SU and AU for matters relating to welfare and safety.
* Promote a **positive, respectful and inclusive** club culture.
* **Signpost concerns** — you’re not there to solve everything, but to pass issues to the right people.

### **What the Role *Does Not* Involve:**

### *To provide complete clarity, there are some things you are* ***not expected*** *to do:*

❌ You do **not** need to investigate safeguarding concerns or complaints.

❌ You are **not** responsible for writing or owning all health and safety documents (this is done in collaboration with the SU and club committee).

❌ You are **not** expected to deliver first aid yourself (only to help ensure cover is arranged).

❌ You do **not** need to resolve conflicts between members — these should be escalated to staff if needed.

❌ You are **not** expected to be an expert in accessibility, mental health or wellbeing – just someone who can point others to help.

❌ You do **not** need to attend every single session or social — but you should help plan for safe delivery.

### **Training and Support Provided by the SU:**

☑️ **Safeguarding training** (short online module – flexible to complete)

☑️ **Active Bystander & Disclosure training** (in-person session)

☑️ **In person training** **and support**

☑️ **Named SU staff contacts** for safeguarding, safety, accessibility and general support

☑️ **Accessibility resources** to help make your club easier to access and join

☑️ **Risk assessment templates** and guidance

☑️ **Simple reporting tools** for incidents, concerns and first aid

☑️ **First Aid training** for you or relevant club members

### **How is the role appointed?**

* This role will be **co-opted ahead of the 25/26 academic year.**
* Please enter your **Club** **Welfare Officer** via this[**FORM**](https://podio.com/webforms/30381391/2558948)**.**
* It will be a **core committee position** for elections in March 2026.

### **Why take on the role?**

🤝 Make a **Difference**

As a Welfare Officer, you’ll be at the heart of building a **safe, inclusive and positive club experience** for everyone. Your actions will directly improve the wellbeing of your members.

🤝Gain valuable experience in **leadership, safeguarding, and inclusive sport delivery**

🤝 Build confidence in supporting others

🤝 Looks fantastic on your **CV** – especially for careers in sport, education and health

Make sport at LSESU safer, more inclusive, and more supportive for everyone!