

JOB DESCRIPTION

POST TITLE BJA:	Performance Welfare Officer
DEPARTMENT:	Performance
REPORTS TO:	Head of Performance Support
ROLE GRADE:	
LOCATION:	BJA Centre of Excellence, Walsall

ROLE PURPOSE

To develop, implement and review safeguarding and welfare policies and systems within the World Class Performance and Talent Development programmes to optimise athlete welfare and well-being and ensure appropriate duty of care principles are maintained.

KEY FOCUS

Contribute to the creation and maintenance of a high-performing culture for athletes within the World Class Performance and Talent Pathway programmes, ensuring the systems and processes are in place to support athletes as they enter, remain and exit the programme.

Establish independent and impartial athlete processes that ensure athletes play a constructive role in the programme and have the confidence to raise issues (including whistleblowing) that will not prejudice their careers and are dealt with in an empathetic and ethical manner.

The successful candidate will be expected to live on site or within a maximum of a 20 minute drive from British Judo Centre of Excellence in Walsall.

KEY RELATIONSHIPS

DIRECT REPORTS:	Head of Performance Support;
TECHNICAL ADVICE AND SUPPORT:	BJA Safeguarding Manager, the wider Safeguarding Team and Lead Performance Lifestyle Advisor
OTHER KEY RELATIONSHIPS:	Performance Director, Performance Pathway Manager; Lead Coach; Coaches; Technical Manager; Strength and Conditioning Coaches, Lead Physiotherapist, Sports Psychologist; Nutritionist, Logistics Manager, Performance Administrator, Media Officer, Pathway Coaches, Performance Projects Manager, UK Sport, Sport England, UKAD and the British Athletes' Commission.

KEY ACCOUNTABILITIES

1. Uphold, advocate and ensure staff and athletes comply with the BJA's values and behaviours.
2. Ensure Duty of Care practices (safeguarding, well-being, anti-bullying) are implemented into the World Class Performance and Talent Programmes

3. Develop, define and establish the pastoral care needs of athletes in British Judo Performance Pathway Centres.
4. Manage in confidence the welfare and well-being issues raised by athletes, ensuring they are dealt with in an appropriate manner to achieve a mutually agreed resolution.
5. Provide quarterly independent reports to the Chief Executive Officer, Performance Director and Safeguarding Manager on the progress and effectiveness of the Duty of Care policies and systems, highlighting and tracking transgressions as well as facilitating and implementing required improvements.

KEY RESPONSIBILITIES & DELIVERABLES

1. Support and enhance a high performance environment that optimises athlete performance, success and well-being.
2. Implement a duty of care processes and policies (safeguarding, wellbeing, anti-bullying) for the World Class Performance Programme (WCPP) and monitor compliance by WCPP staff.
3. Stand “in loco parentis” and accept responsibility for the athlete’s
 - safety, welfare and happiness
 - pastoral care
 - moral guidance
4. Ensure that all staff and volunteers involved in WCPP and talent programmes are aware of their responsibilities and duties towards athletes, athletes under 18 years of age and vulnerable athletes.
5. Report on a quarterly basis to the Performance Director and Safeguarding Manager on the progress of the Duty of Care policies and systems, highlighting required actions.
6. Keep under review the coach and support staff interpretations and actions taken to implement duty of care processes regarding ‘on and off the mat practice’, selection and applying standards of athlete behaviour.
7. Support the Performance Lifestyle Advisor in establishing, reviewing and reporting the living arrangements and needs of WCPP athletes ensuring welfare and safeguarding practices are observed by athletes and staff.
8. Develop robust communication systems with elite athletes at all levels of the pathway including the AASE scheme, juniors and seniors.
9. Ensure equality, safeguarding and disability awareness policies are implemented effectively for athletes who are Under 18 or who may be considered vulnerable adults.
10. Ensure that welfare and safeguarding needs of athletes are being met through athlete forums and working groups

11. Establish and implement a process that allows athletes to raise concerns, particularly in relation to welfare-related issues, which means that they do not necessarily need to approach their coach with any such concerns.
12. Ensure that the environment (especially for VI athletes) is suitable: establish and maintain the complaints procedures.
13. Monitor repeated incidents of poor athlete conduct within the British Judo Centre of Excellence environment and liaise with the Head of Performance Support, CEO and Performance Director to agree improvement action plans.
14. Report upon the effectiveness of coach/athlete relationships at all levels of the pathway.
15. Report upon the wider Safeguarding aspects of all athletes u18yrs resident on any judo premises.
16. Work alongside the Performance Lifestyle Advisor to ensure that wellbeing and safeguarding needs are being met in the induction process for all new athletes to ensure the transition from home to WCPP centre is seamless and supportive of the athlete.
17. Maintain contact with the families of new WCPP athletes and be a point of contact on welfare and well-being issues.
18. Build collaborative, effective and robust working relationships with Home Country coaches and support staff.
19. Engage fully with personal review processes to identify training needs and a personalised CPD programme that will enhance own coaching performance and effectiveness for the benefit of athletes.
20. Flexible and adaptable in terms of duties and hours.

ADDITIONAL INFORMATION

1. The post holder must maintain an appropriate standard of confidentiality and comply with the BJA's Company Rules, Policies and Procedures.
2. Personal circumstances must allow the candidate to work extended hours on occasions during times of peak activity (camps and competitions) including evenings and weekends throughout the UK and international travel.
3. The Job Description may be subject to change at the discretion of the British Judo Association and in accordance with business developments. Any changes will be communicated to and consulted with the post holder appropriately.

VALUE & BEHAVIOURS

The post holder is expected to uphold the values and behaviours in the following way:

<i>Excellence</i>	<p>Excellence is the standard that we constantly strive to achieve. It ensures that a job is well done, no matter how difficult the circumstances, it requires:</p> <ul style="list-style-type: none"> • No compromise on high standards • Being punctual at all times • Planning and managing time effectively • Using appropriate language at all times • Maintaining a clean and tidy working environment • Communicating and using social media appropriately • Seeking opportunities to develop and improve your skills
<i>Integrity</i>	<p>Integrity is about doing what you say you will do and maintaining high personal and professional standards at all times, it requires us to:</p> <ul style="list-style-type: none"> • Doing what you say you are going to do • Peer checking to reinforcing our behaviours • Establishing and maintaining appropriate relationships and boundaries.
<i>Trust</i>	<p>Trust is the belief and confidence in the reliability of each other. It quantifies and defines our relationships with others, it requires:</p> <ul style="list-style-type: none"> • Being accountable for our own actions • Being a reliable member of the team • Accepting the competency and experience of colleagues • Being honest with yourself and colleagues at all times.
<i>Respect</i>	<p>Respect is having due regard for the competence, feelings, views and rights of ourselves and others; it extends to the treatment of all people with whom we come into contact. It requires:</p> <ul style="list-style-type: none"> • Giving respect to gain respect • Consciously asking questions and listening to each other • Respecting yourself and your value to the team • Showing empathy towards colleagues • Speaking up, contributing and challenging • Respecting and upholding the decisions of the team
<i>Unity</i>	<p>Unity gives us a sense of belonging, creating the belief that with the support of our colleagues, we can overcome adversity and achieve great things. It requires:</p> <ul style="list-style-type: none"> • Being together as a team at home and abroad • Supporting each other 100% and delivering a common message • Taking time to talk to colleagues • Wearing appropriate kit and clothing with pride • Offering help to our colleagues • Engaging in conversations beyond work

PERFORMANCE WELFARE OFFICER – PERSON SPECIFICATION

TECHNICAL / SPECIALIST KNOWLEDGE / QUALIFICATIONS

	Essential	Desirable
CPSU Lead Officers Safeguarding Course	X	
Up to date UK Anti-Doping Advisers Certificate (<i>within two months of appointment</i>)	X	
In receipt of an up to date DBS/CRB check	X	
Full Driving Licence	X	
Awareness and understanding of appropriate legislation	X	

EXPERIENCE

	Essential	Desirable
Minimum of two years experience in a welfare / safeguarding role	X	
Working in a sporting elite or talent pathway programme		X
Working in a sporting environment	X	
Experience of leading or playing a role in cultural change		X
Experience of administrative work, including Microsoft Office and databases	X	

ABILITIES/ SKILLS

	Essential	Desirable
Minimum of two years' experience in a welfare / safeguarding role	X	
Ability to listen to athletes / people and challenge appropriately through questioning	X	
Ability to negotiate with senior management and ensure the voice of athletes is heard.	X	
Empathetic and most importantly approachable.	X	
Objective but understanding.	X	
Attentive to detail.		X
Resilient and determined	X	
Effective written and verbal communication skills.	X	
Rational and not quick to jump to conclusions.	X	
Highly organised approach to work	X	