New Lambton Football Club Juniors
Position Description – Working With Children Check Officer

JOB TITLE:

Working With Children Check Officer

OBJECTIVE:

The Working With Children Check Officer (WWCCO) manages the WWCC process and verifies that all Club coaches, managers and other required persons are registered, and have a valid and current Working With Children Check (WWCC).

They generally work closely with the Club's Member Protection Information Officer/s (MPIO).

RESPONSIBILITIES:

- Verifying all coaches, managers and other required persons are registered, and have a valid and current Working With Children Check (WWCC).
- Ensuring the Club's registration for the WWCC is current - https://www.kidsguardian.nsw.gov.au
- Manage documents relating to the NSW Working With Children Check (WWCC).
- Verify WWCC numbers on-line.
- Keep records up to date with information relating to WWCC, including records of all employees and volunteers who are engaged in child related roles at the club and a list of club roles and individuals who are exempt from the WWCC, including specific reasons for exemption.
- Maintain verification records of all workers. This should include the employee's / volunteer's details, role within the club, WWCC Number, WWCC status and revalidation date.
- Understand club policies and procedures in relation to WWCC.
- Assist and provide information to the club Committee in relation to WWCC.
- Report to the Club's MPIO and / or Committee as soon as practicable (no longer than 24 hours) any eligible person who refuses to provide a valid WWCC number, or any eligible person who's WWCC clearance is barred, barred on an interim basis or suspended (as notified by the Office of the Children's Guardian, or other authorised body) so the relevant person may be immediately removed from child-related work.
- Assist with annual risk assessment (as necessary).
- Attendance at club meetings may be necessary, and upon request.

RELATIONSHIPS:

- The Working With Children Check Officer reports to the Secretary and General Committee of the club.
- A close relationship is required with the Member Protection Information Officer and all relevant governing body departments.
- A WWCCO interacts with the club MPIO and committee, coaches, managers, volunteers, officials and other relevant personnel.

NEW LAMBTON
FOOTBALL CLUB

ACCOUNTABILITY:

- Should report to the General Committee as requested on the general matters relating to the role, including WWC checks, noting to ensure confidentiality and sensitivity always.
- Every club should have at least one (1) WWCCO.
- The estimated time commitment required as the Working With Children Check Officer is up to 5 – 6 hours per week around peak periods of in-season. Away from these times, it would decrease.

ESSENTIAL SKILLS:

- Good communication skills and computer literacy.
- Good understanding of governing Constitution / By-Laws / Policies and Procedures.
- Able to complete tasks independently and as a team.
- Well informed of all club activities, including the future direction and plans of club.
- Passionate about the club and dedicated to improving club practices.
- Well organised and able to work under pressure, especially at the beginning of the season.
- Receptive to change.
- Dedicated club person.
- Be approachable.
- An WWCCO must also sign a Member Protection Declaration and must hold a valid NSW WWCC.
- Length of commitment to the role is relative to availability - ideally a minimum of 2 seasons.
- Completion of the free child protection, harassment and discrimination and complaint handling on-line training at www.playbytherules.net.au is required.

DESIRABLE SKILLS:

- Ability to plan events and activities for a year.
- Empathy.
- Listening skills.