**SAFETY AND RISK OFFICER**

Reports to: General Committee, Teams & Coaches

Purpose of the role

The Safety & Risk Officer is there to maintain the health and safety documentation and managing the risk management for the players, supporters, officials, members and visitors.

Qualifications & Desirable Characteristics

* Hold or willing to apply for current volunteer “Working with Children Check”
* Good communication skills and interpersonal skills
* Ability to review activities and facilities from risk minimisation
* Support to all members and visitors to the club
* Provide confidentiality on relevant matters

Duties & Responsibilities

Prior, during and post season the duties of a Safety & Risk Officer may include but are not limited to:

* Create and maintain a Club Management Plan providing information of all activities within the club.
* Provide an information session for new team members, coaches and officials with correct health and safety aspects of the club and processes.
* Ensure all club participants are aware of their responsibilities under the clubs Risk Management Plan.
* Be the first point of contact for all health and safety enquiries.
* Ensure playing, training and social facilities are continually monitored prior to each session to identify any possible risks that may occur.
* During the season, monitor all club activities to identify and minimise risks.
* Stay involved in the planning and development of new club social, sporting and fundraising activities to prevent any unwanted risks.
* Review and update the club’s Risk Management Plan.
* Review and update position description to reflect the requirements of the role.

Time Commitment: 1-5 hours per week in season or as requested