

# The FA Charter Standard League Programme Appointing a Charter Standard Youth League Welfare Officer



Get **into** Football



# The FA Charter Standard League Programme

## Appointing a Charter Standard Youth League Welfare Officer

To become a Charter Standard League it is essential that you appoint a Youth League Welfare Officer (YLWO) who has some experience of dealing or working with young people. They will need to meet the 'Person Specification' and 'Fit and Proper Person Checklist' detailed below;

### 1. Person Specification - Essential

- Experience of dealing or working with young people
- Knowledge and understanding of safeguarding children issues\*
- A good communicator in a variety of situations with people from diverse backgrounds
- Committed to and ability to promote **Respect** and safeguarding children
- Empathy when dealing with individuals, sometimes in demanding situations
- Ability to listen and assess situations fairly
- Ability to handle confidential information sensitively and with integrity
- Reasonable level of administration experience and how to deal with confidential documentation
- Willingness to attend any in-service training facilitated by either The FA or the local CFA

### Desirable

- Knowledge and understanding of grassroots football
- Access to the internet
- Ability to use Emails

### 2. Fit and Proper Person Checklist - Essential

- Willing and able to provide relevant references
- Previous experience of dealing or working with children
- Knowledge of and positive attitudes to equal opportunities
- Commitment to treat all children as individuals and with equal concern
- Physical health – appropriate to carry out tasks
- Mental stability, integrity and flexibility
- At least 18 years of age
- Completion of The FA CRB Enhanced Disclosure process and acceptance by The FA of the outcome\*\*
- Understanding of the need for confidentiality when dealing with issues
- Reasonable level of administration experience and how to deal with confidential documentation
- Completion of The FAs Safeguarding Children and Welfare Officer Workshops
- Willingness to update skills and knowledge and attend in-service training facilitated by The FA or the local CFA

### Desirable\*

- Knowledge of child protection issues
- Knowledge of safeguarding children legislation
- Relevant football knowledge/understanding

\* This can be gained through The FAs Safeguarding Children Education Programme

\*\* Some people with a history of offending can still be considered for this role. If you wish to find out more about this visit the CRB FAQ on [www.TheFA.com/Footballsafes](http://www.TheFA.com/Footballsafes) or email [crb@TheFA.com](mailto:crb@TheFA.com) or call 0845 210 8080.

**NB** If any person is considered not to be a 'fit' person to work with children, his/her application should be refused.

### Where to start

- Ensure that you inform all of your registered clubs about the need to fulfil this position. You may find that one of the Club Welfare Officers (CWO) is willing to take on the YLWO role. If a current member of your committee wishes to take on this role they will need to relinquish their previous committee role.
- Ensure the applicants comply with 1 and 2 as detailed previously
- Give them 'The Role of the YLWO' guidance sheet this document can be located on the FA.com
- Introduce them to the all of the committee members and advise them as to how the committee operates and when you are next meeting

### Advice and support

- If you need any additional advice about appointing a YLWO please contact your CFA Welfare Officer

### Respect

The YLWO is key to ensuring that **Respect** is understood and communicated to all of your registered clubs. The YLWO will need to work with all of the Club Welfare Officers and needs to attend any information sessions organised by the CFA. Ensuring that the **Respect** codes of conduct are distributed, understood and adhered to is one of the key responsibilities of the Charter Standard league and in particular the YLWO.

