# Role Description

Member Protection Information Officer

*Note: The detail contained within this role description is indicative only and should be used as such by clubs to adapt to their needs.*

|  |  |
| --- | --- |
| **ROLE INFORMATION** | |
| **Purpose** | A Member Protection Information Officer (MPIO) provides information and guidance on complaint procedures, and the rights, responsibilities and options available to individuals considering making a formal complaint or raising a concern in relation to any of a club’s safe and inclusive policies or procedures. |
| **Responsibilities** | The primary responsibility of the MPIO is to ensure the safety and welfare for club members by:   * Providing information and guidance to members on complaint handling procedures. * Listening to complaints and concerns from members and assisting in the resolution process. * Maintaining confidential records of complaints or concerns. * Having an understanding on club policies and procedures in relation to complaints, Member Protection, Code of Conduct, Child Safety and Diversity and Inclusion. * Liaising with members of the club, in particular the President and committee in regularly reviewing safeguarding policies to ensure they remain relevant and up-to-date with industry standards. * Ensuring that the members who require a Working with Children Check have provided their current number, expiry date and verification result, as required. * Managing documentation relating to child protection and Working with Children Check. |
| **People Management** | Nil |
| **Budget Management** | Nil |
| Note: Add any additional information/requirements specific to the role that needs to brought to the reader’s attention.   * This position requires a clearance/s to work with children which is an essential component of this role and therefore to continuing employment. * The ordinary working hours for the club can include duty on weekends and evenings. * The successful candidate for this role will be subject to a National Police Criminal History Check prior to appointment. | |

|  |  |
| --- | --- |
| **EXPERIENCE AND CAPABILITIES** | |
| **Qualifications and Experience** | * Working with Children Check. * The successful candidate will be required to undertake training for the role as provided by “Play by the Rules” Member Protection Information Officer online course. |
| **Knowledge and Skills** | * Possess good interpersonal and communication skills. * Possess a good understanding of club policies and procedures in relation to complaints, Member Protection, Code of Conduct, Child Safety and Diversity and Inclusion. * Good organisational skills. * Good interpersonal and communication skills. * Good conflict resolution skills. * Be accessible and approachable to club members. * Ability to provide support to club members when required. |