

Scarboro Surf Life Saving Club

Job Description – Member Protection Information Officer



1. Position

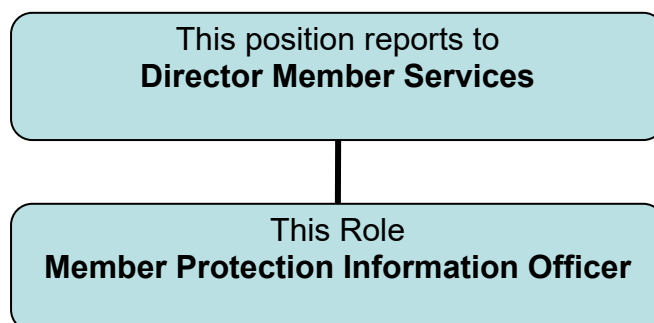
Member Protection Information Officer

2. Position Purpose

The Member Protection Information Officer (MPIO) is responsible for:

1. carrying out member protection and member screening duties; and
 2. providing members with information in relation to concerns or complaints.
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3. Key Relationships



4. Approved at Board meeting 10/05/2022

5. Mandatory Requirements

- Be in possession of a current State Government Assessment Notice in the form of a Working with Children Check Card (which details name, date of birth, notice number and expiry date) issued under the ***Working with Children (Criminal Record Checking) Act 2004***.

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- Be in possession of a National Police Volunteer Certificate.
- Possess certification after completing the Sport Integrity Australia online learning course “Play By The Rules”.
- Working knowledge and understanding of the (State) **Associations Incorporation Act 2015** (particularly Part 5) and the **Associations Incorporation Regulations 2016** – and comply to the fullest extent possible.
- Working knowledge and understanding of SLSA Policies relating to member protection generally.

6. Major Responsibilities

Member Protection and Member Screening Duties

- Have a thorough working knowledge of:
 - SLSWA Member Screening Policy
 - SLSA Child Safe Policy 6.04 (August 2021)
 - SLSA Member Protection Policy 6.05 (August 2021)
- Ensure all:
 - Paid employees of the Club;
 - Non-exempt volunteer Club members who are 18 years of age or older; and
 - Supervisors of overnight camps 18 years of age or older,hold a valid Working with Children Check Card.
- Ensure members identified by the Board who require a National Police Volunteer Certificate to perform their duties, hold such a certificate.

Based on their skills, experience and availability, MPIOs may also:

- Be aware of the planning and implementation of activities that require member protection and safeguarding components, and review Club processes regularly to ensure safety and welfare for Club members.
- Be proactive in matters of member welfare, creating awareness of policies and expectations at both member and executive level. Identify any member protection non-compliance and raise with the Director Member Services.
- Assists with maintenance of the Club’s Working with Children and National Police Certificate Registers.

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Member Concerns or Complaints

- Have a thorough working knowledge of:
 - SLSA Complaint Resolution Policy 6.06 (August 2021); and
 - The SLSA online complaints portal available at www.sls.com.au.
- Refer complaints and grievances to the Club's Complaints Manager.
- Act as an impartial body, being available to all members of the Club to provide options available for grievance and complaints resolution.
- Be aware of and adhere to requirements of confidentiality with regard to notes, emails, meetings and any conversations participated in while holding the roles of MPIO.

7. Primary Accountability

Member protection & welfare maintained at a high level of acceptance among Members generally

The Club's Working with Children and National Criminal Check Registers are maintained as current and forms issued to all who require same as required

Attends promptly to any reported claims of harassment or bullying of a member/s by/from another member/s

Meetings attended and reports submitted as and when required

Actively promotes member protection policies within the Club

Club policies and Board directions complied with

8. Required Competencies

- Excellent inter-personal and communication skills.
 - Good working knowledge of SLSA, SLSWA and Club policies and procedures, including understanding and awareness of member protection requirements.
 - Strong understanding of the Club's constitution.
 - Undertake relevant personal development training, including the "Play By The Rules" online member protection course (<https://www.playbytherules.net.au/online-courses/mpio-online-course>)
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