# Role Description

## **Wellbeing Coordinator**

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| **Job Purpose** | A volunteer Wellbeing Coordinator is responsible for welcoming and supporting new and existing members, volunteers and their families’ in the club environment. They provide support and direction on wellbeing matters as well as drive positive club culture.  Anyone can be a wellbeing coordinator and it’s important to note that they are not necessarily a trained medical professional but are available to support members to access appropriate services when needed. |
| **Job Responsibilities** | Primary responsibilities for the role of Wellbeing Coordinator can include:  **Build Club Capacity and Culture**   * Be a friendly face and listening ear to members * Role model values of the club * Organise quality assured external providers to visit the club. * Facilitate and support the maintenance of relationships between the club and key local organisations and providers around initiatives, programs and grants that may be available to the club. * Welcome new members to the club. * Stay up to date with Football West initiatives and resources available. * Engage with Football West <Insert Role> to build meaningful relationships between the club, local support networks and service providers. * Check with local councils for initiatives, programs and grants that may be available to the club. * Stay up to date with appropriate Football West initiatives and resources available and where relevant contribute to organising formal and informal events – with support of the Football West, such as Think Mental Health Round. * Promote and lead initiatives at the club that help support members and build a positive environment. * Implement relevant policies provided by Football West and/or Healthway.   **Member Support**   * Promotes and refers members to a [‘Check up tool’](https://www.thinkmentalhealthwa.com.au/supporting-my-mental-health/what-help-is-right-for-me/) or Think Mental Health resources found [here](https://www.thinkmentalhealthwa.com.au/supporting-others-mental-health/how-to-help/). * Be an active listener. * Understand local services and support networks, including clinical care (e.g. Aboriginal Medical Service, GP) to refer members to where indicated.   **\*Wellbeing coordinators are there to help develop supportive networks and contribute to effective club and community wellbeing initiatives. They are not there as clinicians and will need to be aware of services (and how to access these services) which they can recommend to people who might reach out for help.\*** |
| * This is a volunteer position. * Wellbeing Coordinators should be available and visible at the club on a regular basis. * 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. | |
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| **JOB HOLDER CAPABILITIES** | |
| Qualifications and Experience | Specific qualifications are not required. An ability to support club members, support the development of a club culture that is consistent with club and community wellbeing and an ability to liaise with key club and community services will be important. Support will be provided to you in this role. |
| Knowledge and Skills | * High level people skills. * Strong Communication skills. * Demonstration of values and ethos that support club and community wellbeing. * Friendly and approachable demeanor. * In-depth understanding of the club, including its history, values, culture, committee members, facility/facilities and relevant member policies and procedures. * Willingness to drive and support positive change. * Knowledge or experience around wellbeing services and initiatives would be desirable along with a willingness to maintain an understanding of local support services and procedures to access these. |