

### MEMBER PROTECTION OFFICER (MPO)

<b>Role purpose</b>	To support members and protect them and the club's wellbeing.
<b>Reports to</b>	Vice President (Annie)
<b>Organisational structure</b>	The MPO's primary accountability is to their Club Members. The MPO would not be expected to report to the committee where matters can be resolved, without compromising club integrity. MPO's shall seek support from the LSV Member Protection Coordinator.
<b>Responsible for</b>	<p>The MPO's role within the club is to provide member welfare education and support. Their primary role includes:</p> <ul style="list-style-type: none"> <li>• Provision of confidential support and assistance to other members who wish to raise a concern or grievance, or who have had a grievance lodged against them.</li> <li>• Provide Triage; act as initial contact for members; their role is to prioritise actions, needs and urgency based on assessed risk, need and grievance/complaint.</li> <li>• Investigate and manage complaints and moderate mediation conferences.</li> <li>• Provide support and education around safeguarding children to other members.</li> <li>• Refer matters to the Police as outlined in the Member Protection Policy.</li> </ul>
<b>Skills/attributes/ qualifications for role to succeed</b>	<ul style="list-style-type: none"> <li>• Familiarisation with the club constitution</li> <li>• Familiarisation with child protection laws and reporting mandates</li> <li>• Familiarisation with safeguarding children legislation</li> <li>• Familiarisation with SLSA Member Protection Policy Professional approach to record-keeping and due process</li> <li>• Completed Play by the Rules MPO online training modules</li> <li>• Complete Safeguarding Children Training Current Working with Children Check</li> </ul> <p>Please note if your application is successful you will be provided with training if not already completed.</p>
<b>Role duration</b>	Ongoing
<b>Time commitment</b>	<p>This role has no set time commitment due to the nature of the work.</p> <p>One incident can take a minimum of 2 hours and up to 1 hour for multiple days. Based on previous seasons MPOs share 2-3 incidents between them per season. Training and preparation for the role require a full day at LSV.</p>

<b>Key stakeholders</b>	<ul style="list-style-type: none"> <li>- Club members</li> <li>- Board members</li> <li>- LSV and SLSA</li> </ul>			
<b>Authorities/delegations</b>	Reports to VP Annie Coleman if required			
<b>Position description last reviewed</b>	<b>Reviewer</b>	Annie Coleman	<b>Date</b>	1 October 2023