

Role Description:

Student Welfare Officer (EYMW)



Role Overview

The EYMW Student Welfare Officer is responsible for the safety and welfare of all participants and staff during European Youth Music Week.



- **Reports to:** EYMW Course Director
- **Payment:** Volunteer Role

Responsibilities and Duties

Specific responsibilities include:

- Ensure staff have had relevant training on safeguarding and know-how and when to report a concern in liaison with the DSL
- Reporting concerns to Social Services and the Police, where necessary in liaison with the DSL
- General welfare checks on participants throughout the week
- Knowing which participants are vulnerable or 'at risk' and doing regular check-ins with them
- Organisation and knowledge of health and travel arrangements of all participants.
- Knowing which participants require medication throughout the week
- First Aider (desirable but not compulsory)

Qualifications and Checks

- Qualifications that are necessary for someone to fill this position:
- Valid DBS check or equivalent
- A working knowledge of safeguarding
- DSL training through an employer (desirable but not compulsory)
- Experience of teaching / working with young people
- Experience of working with social services
- An understanding of classical music
- Excellent communication and organisation skills

Person Specification: Student Welfare Officer (EYMW)

Skills, knowledge, understanding and experience

Essential		Desirable	
Valid DBS check or equivalent		DSL training (through employer) / an understanding social services and how to communicate with them	
A working knowledge of safeguarding		Experience of teaching / working with young people	
Good interpersonal skills		Personal experience of European Youth Music classical and choral music and events	
A commitment to the aims and objectives of European Youth Music Week		Event management experience Legal knowledge and experience	
An understanding of classical and choral music		Education, engagement and legacy experience	
An ability to work effectively as a member of a team		HR skills and experience & digital communications experience	
A commitment to equal opportunities		Health and safety knowledge	

Personal attributes

Essential		Desirable	
Good, independent judgement		Managerial experience	
An ability to stay calm when a disclosure has been made			
Tact and diplomacy			
Excellent communication and organisation skills			

Other Requirements

Essential		Desirable	
An understanding and acceptance of the legal duties, responsibilities and liabilities of safeguarding		Connections to local, national and/or international contacts involved in youth music	
		Contacts for social services	