**Member Protection Information Officer**

**[Pony Club]** is committed to protecting Children/Young People from harm. We require all applicants that will work with Children/Young People to undergo an extensive screening process prior to appointment.

**Role Description**

A Member Protection Information Officer (***MPIO***) is the first point of contact for persons with member protection or child protection enquiries or complaints. MPIOs provide information to participants about the options available to them. MPIOs can also provide information to clubs about member protection and related issues and policies. MPIO’s are impartial and do not manage or investigate complaints, they help people understand the policies of the organisation and the opportunities they have to raise their concerns in informal or formal ways.

**Required Skills**

* Sound knowledge of Pony Club’s policies and complaint management processes.
* Sound knowledge of Safeguarding Children and Young People reporting requirements.
* Good understanding of the National Integrity Framework.
* Good ability to listen and take notes.
* Calm and approachable personality with an ability to put people at ease.
* Strong commitment to confidentiality.

**Required Training (**[**ASC E-Learning Courses**](https://elearning.sportintegrity.gov.au/blocks/androgogic_catalogue/index.php?c1=Courses)**)**

* ASC-National Integrity Framework.
* ASC-Safeguarding Children and Young People in Sport Induction course.
* ASC-PBTR-Member Protection Information Officer (Online) course.
* ASC-PBTR-Member Protection Information Officer (Face 2 Face) course.

**Recommended Training**

* ASC-PBTR-Complaints Handling.

### ASC-PBTR - Harassment and Discrimination.

* ASC-Webinar: Tackling Poor Behaviour in Sport.

**Required Screening**

* Working with Children Check (Blue Card), Working with Children and Vulnerable People card.

**Remuneration**

* This role is undertaken in a voluntary capacity.

Job description:

**Contact**

NAME:

EMAIL:

PHONE:

Apply here (this may be link to a form or an email to respond to)