

# SAFETY AND CARE OFFICER

## JOB DESCRIPTION AND PERSON SPECIFICATION

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| <b>Role Title</b>     | <b>Safety and Care Officer</b>         |
| <b>Time</b>           | 0.6FTE (Three days per week)           |
| <b>Responsible to</b> | Leadership Team through State Minister |

**Term** 1 Year (with the possibility of reappointment following an appraisal process)

### 1. Position Summary

The Safety and Care Officer (“SCO”):

- Is responsible for coordinating the Safety and Care resources for Churches of Christ in South Australia (SA) and the Northern Territory (NT).
- Will provide day to day administration of Churches of Christ SA & NT churches participation in the National Redress Scheme (NRS).
- Will provide support for Church Safety and Care Coordinators (ChildSafe Coordinators) through ensuring they have access to training and resources for their role.
- Will work with the Risk Management Subcommittee in their role of reviewing and updating the child and vulnerable people’s safety policies and procedures.

### 2. Key Working Relationships

| INTERNAL   | EXTERNAL                |
|--|-------------------------|
| Leadership Team (through State Minister)                               | National Redress Scheme |
| Other staff  | Child Safe Australia    |
| Risk Management Sub-committee  | DHS                     |
| Church of Christ Safety and Care Coordinators (ChildSafe Coordinators) |                         |

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### 3. Responsibilities

#### 3.1 Coordinating the Safety and Care resources for Churches of Christ in SA & NT

- Work with the State Minister and Risk Management (Child safety) Subcommittee to review, update and maintain the Child Safety policies and procedures for Churches of Christ in SA & NT
- Keep abreast of best practice approaches to child and vulnerable people safety practices within faith communities in Australia.
- Keep abreast of all compliance requirements for faith communities related to the area of child and vulnerable people safety.

- Work with the State Minister and Risk Management (Child safety) Subcommittee to review update and maintain training for church Safety & Care Coordinators and Church volunteers.

### **3.2 Administration of Churches of Christ in SA & NT participation in the NRS**

- Manage the PRODA NRS portal.
- Follow up information requests received for the Churches of Christ in SA & NT.
- Support local churches who need to provide information for an NRS claim.
- Provide administration assistance as required to the State Minister for NRS direct response duties.

### **3.3 Support for Church Safety and Care Coordinators (ChildSafe Coordinators)**

- Ensure Churches of Christ in SA & NT have a Safety and Care (ChildSafe) Coordinator appointed.
- Provide training and resources for Safety and Care Coordinators.
- Provide support for Safety and Care Coordinators as required.

### **3.4 Work with the Risk Management (Child safety) Subcommittee**

- Provide reports to the Risk Management Subcommittee regarding Safety and Care.
- Provide administration support for the Risk Management Subcommittee.

## **4. Reporting**

- The SCO reports to the Leadership Team and is directly supervised and managed by the State Minister.
- The SCO has a collegiate relationship with the other staff.
- The SCO provides resources and support to church Safety and Care Coordinators.

## **5. Competencies**

### **5.1 Written and Verbal Communication skills**

A demonstrated ability to:

- Write clearly and accurately
- Communicate clearly to individuals directly
- Communicate clearly to small groups.

### **5.2 Details orientated and well organised**

A demonstrated ability to:

- Effectively and professionally manage competing priorities and challenging situations
- Review, edit and update policy, procedure and training type material
- Seek clarification where issues remain ambiguous



## **6. Qualifications and Experience**

### **6.1 Qualifications**

Desirable:

- Qualifications in applied Risk Management or equivalent

### **6.2 Knowledge**

Desirable:

- National Redress Scheme PRODA portal operation
- ChildSafe SMO online safety and care system operation
- Applying legislative compliance requirements to volunteer led organisations

### **6.3 Experience**

Essential:

- Working with volunteers in a coordinating role.
- Administration experience using Office 365 applications and Online applications for work purposes.

Desirable:

- Working with the National Redress Scheme
- Working with volunteers in a faith based setting
- Managing the oversight of a Safety and Care Plan
- Working in policy and procedure implementation.

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### **6.4 Other Characteristics**

Essential:

- A willingness to work in a way that aligns with the values of leaders and volunteers of the Churches of Christ movement
- An appreciation of the ethos and ministry of Churches of Christ, and a strong commitment to working in a faith-based environment in which the values of integrity, respect, collaboration, teamwork and confidentiality are paramount