Position Title: **Safeguarding Coordinator**

Location: Diocese of Bunbury, 11 Money Street, Bunbury WA 6230

(Office based, with travel within the Diocese as required)

Employment Type: Part-time (2–3 days per week)

Start Date: As soon as possible

Reports to: Bishop of Bunbury/Vicar General

**Position Purpose**

The Safeguarding Coordinator will lead and support the Diocese of Bunbury in promoting a culture of safety for children and vulnerable persons. This role ensures the implementation of safeguarding policies and practices in line with the National Catholic Safeguarding Standards (NCSS) and other relevant Church and legislative requirements.

**Key Responsibilities**

* Support the development, implementation, and review of safeguarding policies and procedures across the Diocese
* Provide training and resources to parishes, clergy, employees, and volunteers to ensure safeguarding standards are understood and upheld
* Develop and deliver safeguarding campaigns for the Diocese
* Act as the first point of contact for safeguarding concerns or reports, ensuring appropriate and timely responses in accordance with diocesan protocols, the NCSS and The National Code – Integrity in Our Common Mission
* Maintain accurate and confidential records relating to safeguarding matters
* Collaborate with Church leaders and staff to conduct risk assessments, NCSS self-assessments, and implement safeguarding strategies
* Monitor compliance with Working with Children Checks and other background screening requirements of Diocesan offices and parishes
* Liaise with Catholic Professional Standards Ltd (CPSL), statutory authorities, and other relevant agencies as needed
* Contribute to diocesan reporting obligations on safeguarding matters.

**Key Selection Criteria**

* A willingness and capacity to support the Catholic ethos
* Demonstrated understanding of safeguarding principles, especially in a Church or not-for-profit context
* Knowledge of the National Catholic Safeguarding Standards and relevant child and vulnerable adults’ protection legislation
* Strong interpersonal, communication, and conflict resolution skills
* Experience in working with children, vulnerable people, or in professional standards roles
* High level of discretion, sensitivity, integrity and confidentiality
* Relevant qualifications in social work, psychology, education, safeguarding, or a related field (desirable)
* Experience in training or policy development (desirable)
* A current Working With Children Check and National Police Clearance, or willingness to obtain them.

**How to Apply**

Interested applicants are invited to submit a cover letter and CV outlining their suitability for the role to:

Mr John Ogilvie, Financial Administrator

Catholic Diocese of Bunbury, PO Box 2005, Bunbury WA 6231

Email: [john.ogilvie@bunburycatholic.org.au](mailto:john.ogilvie@bunburycatholic.org.au)

Applications will be reviewed as they are received, and the position will remain open until filled.