

## POSITION DESCRIPTION

<b>Position</b>	<b>SAFEGUARDING COORDINATOR</b>
<b>Location</b>	33 Barina Downs Rd Norwest NSW 2153
<b>Reports to</b>	Finance and Corporate Services Manager
<b>Direct Reports</b>	Nil
<b>Employment Type/Term</b>	12-month contract
<b>Probation Period</b>	6 months
<b>Date</b>	September 2025

## ABOUT THE SPIRITUALITY MINISTRY

The Spirituality Ministry of the Sisters of St Joseph believe that all people have the right to be safe and respected. The Ministry is committed to actively fostering communities and an organisational culture that recognises and safeguards people's dignity. We have zero tolerance of child abuse or the abuse of adults at risk. Our Safeguarding framework includes our Code of Conduct, Safeguarding Policy and Complaints Policy along with a range of supporting Policies and procedures.

### ROLE PURPOSE:

We are seeking to introduce a dedicated Safeguarding Coordinator role. The Safeguarding Coordinator will be responsible for ensuring the Spirituality Ministry's safeguarding framework meets our Safeguarding Commitment and is robustly implemented in everyday practice.

Reporting to Finance & Corporate Services Manager, the role will provide advice and support to the CEO, Safeguarding Committee and Safeguarding Focal Points, set policy and procedures, ensure our workforce is trained, supported and confident to implement policy and procedures, and manage any safeguarding concerns that arise.

### KEY ROLE ACCOUNTABILITIES:

In carrying out the role, the Safeguarding Coordinator is required to meet the following key accountabilities:

#### 1.0 Purpose, vision, mission and values

- Uphold, through word and deed, the purpose, vision, mission and values of the Mary MacKillop Spirituality Ministry.
- Ensure work activities are in accordance with the purpose, vision, mission and values of the Mary MacKillop Spirituality Ministry.
- Actively support the Sisters of Saint Joseph and their Mission.
- Establish and maintain harmonious working relationships with all stakeholders.
- Lead and promote a climate of hospitality and welcome.

## **2.0 Position Responsibilities**

The duties and responsibilities of the Safeguarding Coordinator include:

### **2.1 Policies and Procedures**

- Ensuring the Safeguarding Framework meets relevant legislation, child safe standards, and the Australian Catholic Safeguarding Standards.
- Oversee the implementation of the Safeguarding Framework, including ensuring annual reviews.
- Develop processes and tools that support full implementation of the Safeguarding Framework.
- Support the CEO and Finance & Corporate Services Manager to complete internal reports to the Safeguarding Committee regarding implementation of safeguarding framework.
- Attend Safeguarding Committee meetings to provide updates, feedback and advice on safeguarding practice and opportunities for systemic improvement.

### **2.2 Awareness Raising and Stakeholder Engagement**

- Design user friendly materials that communicate the organisation's approach to safeguarding across its diverse client groups.
- Design child friendly materials that promote the organisation's approach to safeguarding.
- Lead awareness raising about the organisation's safeguarding measures including Code of Conduct, including sharing good safeguarding practices across the organisation.
- Ensure that key stakeholders are empowered to participate in the ongoing development of the organisation's approach to safeguarding. This should include a range of engagement strategies from participation to co-design.
- Role model safeguarding practices, encouraging an open culture that supports all people to report suspected safeguarding breaches.

### **2.3 Risk Management**

- Ensure the SM's Risk Management Framework incorporates safeguarding across each step of risk management.
- Introduce and support the use of risk assessment tools that enable all Spirituality Ministry Centres and programs to identify, understand and manage safeguarding risks.

### **2.4 Training and Support**

- Design a safeguarding training plan that ensures all Workplace Participants understand their safeguarding roles.
- Design and deliver induction and annual safeguarding training.
- Provide expert technical guidance and support for Safeguarding Focal Points to implement safeguarding requirements in their areas.
- Provide technical guidance to the Directors and Heads of Units to implement safeguards in their areas.

## **2.5 Managing Concerns and Complaints**

- Receive and manage safeguarding concerns or complaints.
- Make required external reports (or ensure that such reports have been made) to statutory bodies, such as reportable conduct, child protection or the police.
- Conduct internal workplace safeguarding investigations or oversee external investigations.
- Ensure that records are kept and maintained for all aspects of safeguarding complaints and investigations.
- Map local service environment, ensuring that referral pathways are in place.

## **3.0 Key Performance Indicators**

<b>Function</b>	<b>Performance Indicators</b>
1. Purpose, Vision, Mission and Values	Evidence of active support for the Spirituality Ministry and its Purpose, Vision, Mission and values
2. Policies and Procedures	Lead the implementation of our Safeguarding Framework, ensuring that all relevant policies and procedures are in place, up to date, and actively applied. Be responsible for delivering safeguarding training and guidance to our team, fostering a safe and compliant environment for all.
3. Contribution to culture and values	Evidence of effective, collaborative and professional relationships and communication within team, across the organisation, customers and other external stakeholders.
4. Quality administration	Evidence of timely and accurate documentation and records in accordance with the specific duties within the role.
5. Professional development	Evidence of engagement in appropriate professional development and application to role.

## **4.0 Qualifications, experience, and competencies**

### **4.1 Required experience**

- Minimum 3 years' experience in safeguarding or similar role.
- Expert understanding of child protection legislation, child safe standards, state based mandatory reporting and reportable conduct legislation. An understanding of the Australian Catholic Safeguarding Standards is preferred.
- Experience in designing and delivering safeguarding training.
- Previous investigation experience, with strong skills in child focused investigations.



# Mary MacKillop Spirituality Ministry

## 4.2 Required skills

- Highly developed written and verbal communication skills.
- Interpersonal skills that support your ability to build relationships across the Ministry.
- Trauma informed practice skills to ensure that our safeguarding framework is survivor centered and trauma informed.
- Ethics and integrity, ensuring high levels of confidentiality and professional judgement.
- Cultural safety, willing and able to incorporate culturally safe practice.
- Strengths based, able to identify and build from existing strengths.
- Analytic thinking, able to assess and resolve challenges.

## 4.3 What we offer

- The role is advertised at 0.6 FTE (3 days a week), which can be worked flexibly across the week.
- The role will be based in Norwest.
- A professional, friendly and supportive team culture.
- Access to ongoing professional development support.

## 4.4 Conditions

- All Spirituality Ministry appointments are subject to obtaining a satisfactory Working with Children Check, satisfactory Working with Vulnerable People check (where available), and satisfactory Criminal History Check.
- All appointments are subject to a 6-month probation period. Commitment to and compliance with all Spirituality Ministry Policies is mandatory, including our Code of Conduct and Safeguarding policy.

**I confirm that this position description is an accurate reflection of the responsibilities of this position:**

**Finance and Corporate Services Manager**

**Date 8-Sep-25**