

POSITION DESCRIPTION

POSITION TITLE	Safeguarding Coordinator
STATUS	Full Time Equivalent .6 - Level 6 (SCHADS)
TEAM	Safeguarding Council
LOCATION	Bishop's Chancery, 105 Gertrude Street, Port Pirie
REPORTS TO	Chair of Safeguarding Council
TENURE	1 Year Contract (new legislation)

PRIMARY OBJECTIVES OF THIS POSITION

Under the leadership of the Diocese of Port Pirie Safeguarding Council the aim of the Safeguarding Coordinator role is to support parishes and communities create a culture of safeguarding the welfare of children, young people and adults at risk through implementation of established policies, procedures and practices. This is a foundational position responsible for leading the ongoing strategic development of safe initiatives, systems and resources, complying with National Catholic Safeguarding Standards.

This position is instrumental in the collaboration between parishes, communities, schools and agencies to further establish a shared commitment and culture which creates and maintains safe and supportive environments for children, young people and adults at risk. Engagement with parishes and communities is central to this role and will require a highly skilled communicator who understands building community capacity and developing partnerships.

A key component of the Safeguarding Coordinator role will be to facilitate training on Safe Environments for children, young people and adults at risk. It requires an experienced practitioner to provide adult education and training opportunities for all clergy, religious, employees and volunteers about their legal responsibility as a mandated notifiers to identify and respond to child abuse and neglect and requirements of being a Child Safe Organisation.

This role will support the work of the Diocese of Port Pirie Safeguarding Council to further understand the strengths and challenges of implementing the National standards through the provision of reports and analysis of key areas for change.

The Coordinator will also oversee the administration of screening and training in parishes and Diocesan office and ensure compliance by parishes and Diocesan Office. This to include oversight of Working with Children Checks, SECYP at appropriate levels, Code of Conduct, and Best Practice Guidelines in the diocese, outside of existing processes already in place in Catholic Education, Centacare and Aged Care.

KEY WORKING RELATIONSHIPS

- Safeguarding Council
- Parish Safeguarding Coordinators' network
- Key stakeholders within Catholic communities (clergy, religious, employees and volunteers) and other agencies such as Catholic Education Office, Centacare and Aged Care.
- Archdiocesan bodies – i) Safeguarding Operations (incorporating SAVA)
ii) Integrity and Professional Standards

KEY RESPONSIBILITIES

- Analyse and plan for the development of safe environments through monitoring compliance with the National Catholic Safeguarding Standards identifying gaps and strengths in service delivery and in conjunction with existing processes and agencies.
- Responsibility to report non-compliance to Child Safeguarding Council.
- Prepare the Diocese and parishes for external audits by an approved provider.
- To fulfil the requirements of Department of Human Services regarding safeguarding compliance assisted by Safeguarding Operations in the Archdiocese of Adelaide.
- Promote and further develop initiatives, strategies and resources to achieve and raise the awareness of safe environments for children, young people and adults at risk.
- Lead and deliver Safe Environment training to clergy, religious, diocesan and parish employees and briefings to diocesan and parish volunteers about their legal responsibilities as mandated notifiers of child abuse/ and or neglect and the indicators and behaviours that place children and adults at risk.
- Liaise with the key Safeguarding staff within Catholic Education, Centacare and Aged Care, to ensure Bishop has confidence that the appropriate training is being delivered to all who require it in all the agencies.
- Facilitate educational opportunities and forums to provide professional development and training for Diocesan personnel (employees, clergy, religious, volunteers) who are accountable for safeguarding within their parish, community or agency.
- Animate and facilitate the Parish Safeguarding network and develop working relationships with each parish representative.

- Provide advice and guidance on the safety and wellbeing of children, young people and adults at risk, and identifying and monitoring risk including preparing, implementation and monitoring of safety agreements for prohibited persons and persons of concern.
- Coordinate and manage Working with Children Checks for clergy, religious, diocesan and parish employees and volunteers. Liaise with the key Safeguarding staff within Catholic Education, Centacare and Aged Care, to ensure Bishop has confidence that Working with Children Checks are current for all staff and volunteers in all the agencies.
- Ensuring that visiting clergy, religious, pastoral workers and church related visitors have fulfilled the necessary requirements of Diocesan safeguarding policies.
- Responsible for the formulation and review of policies, procedures and processes currently established or needed within the Diocese of Port Pirie.
- Collaborate with safeguarding officers in CEO, Aged Care and Social services to ensure that safeguarding across the diocese reflects up to date policies, legislative requirements and best practice.
- Working with parishes, agencies and CEO assist in the coordination and facilitation of activities for National Child Protection week and other themed weeks (i.e. National Families Week and Safeguarding Sunday).
- Social Media promotion and monitoring with a view to Increase visibility and awareness of safeguarding within the diocese.
- Liaise with educational providers for promotion of student teacher placement opportunities.
- Support the Diocese and agencies with the planning and coordination of professional placements to occur in the place-based modelling (provide supervision when placement is with the parishes).
- Any other reasonable requests as required by the Safeguarding Council
- To maintain the highest level of confidentiality regarding persons and matters associated with this work.

PERSON SPECIFICATION

The Safeguarding Coordinator will support the ethos of the Catholic Church and is expected to demonstrate the following skills:

- Ability to develop and engage in community capacity building to bring about cultural change across the Diocese.
- Ability to apply principles of safeguarding to program development and ability to implement and review existing policies and procedures.

- Ability to think strategically and creatively to engage others in the application of Diocesan safeguarding requirements.
- Proven ability to incorporate adult learning principles into the delivery of training and community education.
- Ability to develop productive working relationships and be proactive in the community through building and maintaining effective relationships with internal and external key stakeholders.
- Ability to demonstrate initiative and assertiveness through advanced people skills including active listening, conflict resolution and liaison skills.
- High level communication skills both verbal and written – ability to communicate effectively, clearly and concisely in a professional manner.
- Highly self-motivated and proven ability to work successfully within timeframes and to prioritise workloads.
- Ability to work closely with leadership contributes positively within a multi-disciplinary environment.
- Undertake administrative duties inclusive of and not restricted to: record keeping, storing of information, answering and resolving telephone enquiries from parishes, schools, agencies and general public.
- Ability to work under pressure.
- Willingness to participate in periodic and annual professional reviews.

Qualifications/Experience/Knowledge

Essential

- Tertiary qualifications in social work, social science, psychology, education, nursing, or another relevant human-services field OR a minimum of 3 years fulltime equivalent experience in child protection, safeguarding, risk management, or related fields.
- Knowledge of key factors affecting children’s wellbeing and a proven ability to apply a child-focused approach when working with families.
- Experience in child protection and safeguarding, including direct work with children and families in contexts involving early intervention, risk assessment, or safety planning.
- Accreditation as a Safe Environments for Children and Young People (Reporting Child Abuse and Neglect) trainer, or the ability to obtain accreditation within an agreed timeframe.
- Proven experience in the design, delivery, and facilitation of adult education or professional training.
- Knowledge and understanding of relevant legislation and the principles of Child Safe Organisations.
- Demonstrated experience in policy review, development, and implementation.
- Experience in collaborative work practices, including professional liaison and consultation with a range of internal and external stakeholders (e.g., government, community partners, families).
- Knowledge of risk management frameworks, safeguarding practices, and community-capacity-building approaches.
- Understanding of the ethos of the Catholic Church and its organisational structures, or willingness to develop this understanding.

OTHER CONDITIONS

- A current driver's licence and access to own transport are essential.
- Out-of-hours work is a requirement for this position in which case TOIL provisions would apply.
- It is a requirement that a Working with Children check of all staff is undertaken prior to employment and is updated regularly in accordance with Diocesan policy. Employment is conditional upon a successful clearance.
- Contribute to the Diocese of Port Pirie's Work Health and Safety policies and programs by:
 - understanding employee rights and responsibilities under the Work Health and Safety Act 2012
 - meeting the requirements of the Work Health and Safety policies and programs,
 - participate in Work Health and Safety training programs.
- During your employment you are required to observe all policies and procedures. These have been established to ensure that we meet the ethical, quality and industrial standards necessary for a high level of professionalism.

Print name	Signature	Date
EMPLOYEE:		
BISHOP:		