



POSITION DESCRIPTION

POSITION TITLE:	Safeguarding Coordinator
REMUNERATION SCALE:	Negotiated
REPORTS TO:	General Counsel
EMPLOYMENT STATUS:	Permanent
FULL TIME EQUIVALENT:	1.0
HOURS PER WEEK:	Thirty-Seven and a Half Hours (37.5)
LOCATION:	Chancery
AUTHORISED BY:	Bishop of Sandhurst
DATE:	July 2024

Primary Objectives

The Safeguarding Coordinator's primary responsibility is the development, implementation and evaluation of policies and procedures that ensure compliance in relation to the Victorian Government's Child Safe Standards and National Catholic Safeguarding Standards, and build a safe environment for children, young people, and adults at risk in the Catholic Diocese of Sandhurst (the Diocese).

Major Accountabilities

- Ensure parishes and the Chancery are complying with the Victorian Government's Child Safe Standards and other Child Protection legislation.
- Assist parish and Chancery staff and volunteers in meeting their obligations and responsibilities under the Child Safe Standards and other Child Protection legislation.
- Notify the Bishop of Sandhurst of any reported incidents which may breach Child Safe Standards.
- Follow up any reported incidents and notify Police/CCYP/VELM within the stipulated timeframe.
- Liaise with complainants keeping them informed.
- Document all Safeguarding complaints in the Diocese complaints folder.
- Attend the Safeguarding Committee and report on updates to all Safeguarding policies and procedures.
- Monitor legislation and regulatory standards and develop plans to respond to these.
- Update parishes and Chancery staff on changes to Child Safe Standards and legislation associated with risk and governance applicable to the diocese.



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- Support the Safeguarding Committee through the provision of advice on policy development and implementation.
- Work collaboratively with the Diocese General Counsel in respect to Legal, risk and governance matters.

Organisational Environment

The mission of the Diocese is to proclaim the Reign of God and continue the mission of Jesus, under the direction and inspiration of the Holy Spirit. The values of peace, forgiveness, justice, love and healing which Christ lived and modelled in his own ministry are the same values of the Diocesan community. The Diocese contributes to the life and mission of the Catholic community in Australia.

The Diocese is a child safe and equal employment opportunity employer. It has a zero-tolerance of any abuse to children and adults; it encourages applications from Aboriginal and Torres Strait Islander peoples and people from culturally and/or linguistically diverse backgrounds.

Whilst the Safeguarding Coordinator is accountable to the Bishop for the delivery of all matters related to Safeguarding in the Catholic Diocese of Sandhurst, they will report to the General Counsel for all daily operational matters.

Safety of Children, Young People, and Adults at Risk

- Ensure compliance with the Catholic Diocese of Sandhurst commitment to best practice in the care and safety of children, young people, and adults at risk.
- Every person involved in the Catholic Church has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children, young people, and adults at risk is at the forefront of all they do and every decision they make.
- Understand the process for reporting allegations or concerns of possible abuse.

Risk and Occupational Health and Safety

- Observe safe work practices in accordance with training and instruction given and report any risk to your immediate supervisor. Risks arising in the workplace may be financial, site, task, or person specific or related to safety.
- Promote and implement occupational health and safety and risk mitigation processes within your workgroup.
- Comply with Diocesan occupational health and safety practices.
- Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate the risk recurring.
- Participate in the consultative processes provided by the organisation.

Key Communications

Internal:

- Bishop of Sandhurst
- Business Manager
- General Counsel



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- Director of Mission and Pastoral Life
- Chancery staff
- Clergy

External:

- Safeguarding Committee Advise and report on matters/policies concerning child safety.
- Parishes Assist with policy implementation. Provide advice and guidance.
Instruct parish personnel on best practice.

Accountability (Independence and Influence)

The Safeguarding Coordinator will:

- make all decisions that fall within established policies and procedures.
- consult with General Counsel and/or the Bishop before making decisions that relate to matters that are outside established policies and procedures; and
- refer all decisions to General Counsel and/or the Bishop that are beyond the scope of the position.

Job Environment

The Safeguarding Coordinator in consultation with General Counsel and/or the Bishop will work collaboratively with parishes and Chancery staff to deliver the requirements contained within the Child Safe Standards and Occupational Health and Safety Act. The Safeguarding Coordinator will be a key resource in ensuring ongoing compliance with developing child safe processes and procedures, promoting a safe culture in parishes and the Chancery, and identifying opportunities for improvement.

This role will also require attendance at Advisory or Sub-Committee meetings.

The Safeguarding Coordinator will also work collaboratively with Diocesan agencies and equivalent positions within other Dioceses to strengthen Child Safety and risk awareness across the Diocese and Victoria.

Reasoning

The Safeguarding Coordinator is required to:

- work within established procedures and guidelines but may sometimes have to analyse alternative courses of action and their implications and make recommendations based on them.
- exercise initiative and judgement to ensure all work is performed as efficiently and effectively as possible, and improvements to process and outputs are suggested and implemented; and
- exercise discretion and confidentiality in undertaking required tasks.



Challenges

The Safeguarding Coordinator will be challenged to:

- Monitor parish and Chancery performance to ensure compliance with Child Safe Standards.
- Ensure any queries and requests for assistance relating to Safeguarding are addressed in a timely manner.
- Ensure Diocesan procedures and processes are compliant with the National Catholic Safeguarding Standards (NCSS).
- Identify potential OHS, building and environmental risks in parishes and at the Chancery risks and make appropriate measures recommendations.

Knowledge, Skills and Experience

- An understanding of and willingness to work within the Catholic Mission and Identity of the Catholic Church and the Mission and Values of Diocese of Sandhurst.
- A demonstrated thorough understanding of issues associated with the care and development of children and young people and adults at risk, including knowledge of legislation, regulatory frameworks and acknowledged best practice.
- Demonstrated capacity to advise in relation to challenging situations in a competent and professional manner.
- Versed in compliance and risk management methodologies.
- Demonstrated ability to work independently with minimum supervision and, likewise as a part of a team.
- Well-developed written and verbal communication skills, including the ability to consult and liaise effectively with a range of stakeholders on complex matters.
- Accurate data entry ability and computer literacy, including experience in word processing and spreadsheet use.
- Ability to relate well to a diverse range of people, via the telephone and face to face.
- High levels of enthusiasm and motivation with proven confidence to follow instruction on an autonomous basis.

Position Impact

The Safeguarding Coordinator has been assigned the financial delegation to manage resources up to the limit prescribed in the Operational Budget

Direct Reports

Not applicable to this role.

Indirect Reports (oversight of function only)

Not applicable to this role.

Consultants and contractors

Not applicable to this role.

Annual review



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The position and incumbent will subject to a formal annual performance review against key performance indicators and to establish future goals and objectives.

Criminal Screening and Working Rights

The successful candidate **MUST** provide:

1. a current **Police Record Check**, and
2. a current **Working with Children**, and
3. hold **valid Australian working rights**.

POSITION DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed, and fully understand the content of this position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under all conditions as described.

Name _____

Signature _____

Date ____/____/____