

Safeguarding Project Officer - Professional Standards Unit

- **Full time (18 months Contract) – 38 hours per week**
- **East Melbourne location**
- **Immediate Start**

The Catholic Archdiocese of Melbourne is seeking to appoint a Safeguarding Project Officer to foster and drive the implementation of child safety efforts across the Archdiocese.

Reporting to the Senior Policy Advisor of the Professional Standards Unit (PSU), the Safeguarding Officer is required to provide training, policy support and guidance to parishes, agencies and entities across the Catholic Archdiocese of Melbourne (CAM):

- a) to support the implementation of policies and procedures to promote the safety and protection of children, young people and people experiencing vulnerability
- b) to strengthen compliance with the Victorian Child Safe Standards, the National Principles for Child Safe Organisations and National Catholic Safeguarding Standards.

Across the Archdiocese, the safety and protection of children, young people and adults experiencing vulnerability is paramount. This role will contribute to strengthening the efforts of clergy, employees and volunteers to meet moral, ethical and statutory obligations and our duty of care in relation to safeguarding children, young people or adults experiencing vulnerability.

The role requires a person with a firm grasp of safeguarding policy implementation and a skilful and engaging training manner.

To be successful in this role we are looking for:

- a demonstrated commitment and relevant experience in relation to safeguarding children, young people and/or vulnerable adults
- an in-depth understanding of the Victorian legislative and national context in relation to the protection of children and young people from harm
- sound knowledge of policies, procedures and codes of conduct relevant to ensuring the safety of children, young people and vulnerable adults
- an excellent communicator who is engaging, supportive, trustworthy and highly organised
- a relevant tertiary degree in social work, social sciences, teaching or other relevant qualification
- a minimum of 5 years of demonstrated experience in the delivery of training on sensitive topics to adults from a wide variety of backgrounds

If you are someone who loves to take ownership of your role, has an abundance of initiative, and thrives on the challenges involved in cultural transformation involving multiple stakeholders, then this may be the perfect role for you.

It's important to us to make sure this opportunity is right for you and for us. All applications will be reviewed and assessed upon receipt until the role is filled. We are committed to providing you with an outcome regarding your application within a reasonable timeframe.

All applications must include a resume, cover letter and address the Key Selection Criteria.

See full position description for role details.



The Archdiocese is committed to the safety, wellbeing and dignity of all children and vulnerable adults.



CATHOLIC ARCHDIOCESE OF MELBOURNE

1. POSITION DESCRIPTION

Position Title:	Safeguarding Officer
Department:	Professional Standards Unit
Location:	St Patrick's Centre, East Melbourne
Employment Status:	EFT 1.0 (contract)
Reports to:	Senior Policy Advisor, Professional Standards Unit

2. POSITION PURPOSE

Reporting to the Senior Policy Advisor of the PSU, the Safeguarding Officer is required to provide training, policy support and guidance to parishes, agencies and entities across the Catholic Archdiocese of Melbourne (CAM):

- c) to support the implementation of policies and procedures to promote the safety and protection of children, young people and people experiencing vulnerability
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3. ORGANISATIONAL DESCRIPTION

The Archdiocese of Melbourne through its ministries and agencies is at service of the people of God, bringing the Gospel into their communities and lives daily.

Presided over by the Archbishop of Melbourne, the Archdiocese comprises around 1.1million Catholics, and is the largest Archdiocese in Australia with a wide variety of people, cultures and ministries, providing services and support to 210 parishes and over 332 schools through pastoral, education, social welfare and administrative support.

4. KEY ACCOUNTABILITIES

1. Provide support, guidance and timely advice to parishes, agencies and entities in relation to the effective implementation of safeguarding policies and procedures designed to protect children, young people and adults experiencing vulnerability.

2. Support parishes, agencies and entities to meet their statutory obligations and prepare for auditing activities.
3. Deliver training on a wide variety of safeguarding topics to support parishes, agencies and entities to meet their safeguarding responsibilities and equip clergy, employees and volunteers to prevent and/or effectively respond to instances of child-safety related misconduct and/or child abuse (including evaluating training effectiveness and identifying emerging training needs).
4. Proactively manage relationships with diverse stakeholders within CAM to promote a culture of safety for children, young people and adults experiencing vulnerability.
5. Maintain records and provide timely reports to the Senior Policy Advisor and the Director of the PSU in relation to training conducted and emerging issues relating to policy and safeguarding.
6. Work within the timelines and budget of the PSU.
7. Attend meetings and workshops representing the CAM PSU.
8. Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.

5. JOB COMPETENCIES

- Demonstrable high level training skills.
- Thorough knowledge of child protection landscape in Victoria.
- Effective communication skills.
- Ability to engage in self-reflection and seek support and guidance when required.

6. PERSONAL COMPETENCIES

- High level of integrity, honesty and confidentiality, with an awareness and appreciation of Catholic Social Teaching.
- High level of commitment to quality.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills and an ability to work collaboratively within and across departments, agencies, ministries and parishes of the Catholic Archdiocese of Melbourne.
- Sound time-management skills and ability to prioritise.
- Ability to work independently with minimum supervision.
- Support the teachings of the Church and the ethos of Archdiocese with a motivation to work within the Church environment and possess a strong commitment to its values.

7. KEY SELECTION CRITERIA

1. A relevant tertiary degree in social work, social sciences or teaching or other relevant qualification.
2. A minimum of 5 years of demonstrated experience in the delivery of training on sensitive topics to adults from a wide variety of backgrounds.
3. In-depth understanding of the Victorian legislative context in relation to the protection of children from harm in an organisational context and a family context essential.
4. Highly effective communication and interpersonal skills.
5. Collaborative team work skills coupled with the ability to work independently.
6. Flexibility - willingness to work some evenings and weekends in exchange for time in lieu.
7. Demonstrated commitment and drive in achieving work targets.
8. National Police Record Check (essential).
9. Working with Children Check (essential).
10. Current Victorian Driver's Licence and use of own car (for parish, agency and entity meetings).

8. INTEGRITY IN THE SERVICE OF THE CHURCH

Integrity in the Service of the Church aims to help employees reflect on and uphold Christian vision and values in all relationships and actions. The principles and standards which make up the Integrity in the Service of the Church are extensions of five basic principles for Church employees in which they:

- 1. Are committed to justice and equity**
- 2. Uphold the dignity of all people and their right to respect**
- 3. Are committed to safe and supportive relationships**
- 4. Reach out to those who are poor, alienated and marginalised**
- 5. Strive for excellence in all their work**

Service, given accordance to these principles, is life-enriching for both providers and recipients.

Our Reform in the Walking program identifies the following values:

- Collaborative and can build engagement around a common purpose
- Energy and Passion for Gospel Mission – be informed by the needs of the people you serve – communities, poor, young and families
- Flexible and agile in how to respond to ever changing needs
- Accountability and delivery
- Foster solutions within the communities
- Stewardship Care

9. POSITION DESCRIPTION ACKNOWLEDGEMENT

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

Employee Name _____

Date _____

Employee Signature _____