



Position Description

Position Title	National Executive Manager- Safeguarding Children and Young People
Employment Status	Full Time
Supervisor/Manager:	Chief Executive Officer
Location:	Melbourne
Review period:	This position description will be reviewed in 12 months Employment probation period of 6 months applies

SUMMARY

The National Executive Manager – Safeguarding Children and Young People role is a newly established role accountable for leading, developing and aligning the safeguarding children and young people resourcing and practice function for the YMCAs of Australia.

The role will require the appropriate skills to lead and support the YMCAs of Australia, a federation of 15 YMCAs around Australia, and will play a pivotal role in achieving national synergies in child safety practise to enable the YMCAs to ensure all children and young people are safe within a YMCA.

As the National Executive Manager - Safeguarding Children and Young People you will be required to support and lead the expansion of the YMCAs of Australia's child safety capability and will be crucial to the success of the newly established YMCA Centralised Child Safety Unit team.

As a committed and highly skilled leader, you will:

- provide child safety expertise and advocacy
- enable the implementation of the YMCA national child safety strategy
- support and enable compliance to the YMCA Child Safe Licence standards
- develop and embed a culture of safeguarding children and young people across the Movement
- lead a team of experts within the Centralised Child safety unit team to inform practice, develop policy and standards that aligns to the YMCAs commitment of safeguarding children and young people

The role will require you to work within a collective leadership framework incorporating Member Association subject matter experts. The role will be supported and resourced by a newly established centralised child safety team.

As National Executive Manager – Safeguarding Children and Young People you will work closely with the YMCAs Executive Teams and CEOs, Member Associations Boards and industry specialists to drive development of practices and ensure a healthy and strong culture of children safety at the YMCA.

KEY DUTIES

1. Provide expertise and advocacy to the YMCA Movement in leading practice in the Child Safety industry (based on evidence and experience).
2. Enable YMCAs in Australia to ensure implementation and compliance with the National Principles for Child Safe Organisations, specifically:
 - (P1) A commitment to child safety and wellbeing is embedded in organisational leadership, governance and culture.
 - (P5) People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
 - (P9) Organisations regularly review and improve implementation of their child safety and wellbeing policies and procedures.
 - (P10) Policies and procedures document how the organisation is safe for children and young people.
3. Implementation and development of YMCA Child Safety Strategy (2018-2020), specifically:
 - (O2) Introduction and implementation of the YMCA USA (Know, See, Respond) framework in Australia (across all YMCA sites, monitoring, evaluation and liaison)
 - (O4) Development (and review) of a child friendly and young person friendly resources
 - (O5) Development of consistent messaging and branding in regard to Child Safety collateral
 - (O6) Harmonisation and alignment of policies and procedures across YMCAs in Australia
4. Monitor YMCAs compliance with Child Safety Licensing Standards and report to the National Board
5. Oversight of the Australians Childhood Foundations accreditation program in YMCA sites including the continuous improvement plans contained within the accreditation reports
6. Regular and transparent reporting to Movement on child safety key performance indicators

Performance Goals

- Lead the continued evolution, design and implementation of the YMCAs ability to safeguard children and young people
- Complete tasks in a timely and accurate manner
- Provide transparent and regular reports to key stakeholders
- Build key relationships with external organisations/people to enhance the YMCAs ability to safeguard all children and young people within a YMCA
- Model effective problem solving and conflict negotiation

- Maintain a thorough understanding of the YMCA Movement in Australia
- Be committed to continuous improvement in both self and the YMCA's development
- Be customer focused and provide exceptional customer service at all times
- Listen and be objective, responsive, and non-judgemental
- Model and demonstrate positive values like caring, honesty, respect, and responsibility.
- Serve as a role model for the principles of inclusion and tolerance
- Work as part of a team and shows professionalism
- Demonstrate punctuality and efficiency during working hours
- Maintain high standards of presentation and personal grooming
- Demonstrate an understanding and adherence to YMCA policies and procedures

Qualifications, experience and skills

Minimum qualifications: Tertiary Degree in Social Science, Social Work, Management or equivalent

Experience: Proven experience in child safe organisational related roles

Skills:

- Collective/Collaborative Leadership skills
- Organisational management skills
- Internal and External Stakeholder Relationship Management
- Coaching and mentoring skills
- Analytical skills
- Strategy implementation
- Values alignment
- Results orientation
- Effective communication and influence capability
- Excellent written and verbal communication skills and the ability to influence

Safeguarding Children and Young People

You will be required to:

- Declare anything you become aware of through the course of your engagement with YMCA which a reasonable person would consider could impede your suitability to have contact with children and young people
- Act as an extended guardian towards children and young people where you have interactions and at all times take reasonable steps to prevent abuse and neglect and
- Adhere to all policies and procedures relating to safeguarding children and young people and the code of conduct
- Update your details whenever these change, with the relevant department administering the working with children check or equivalent in your state/ territory of residence, as required by applicable laws
- Complete an updated National Police check every 3 years of your engagement with YMCA

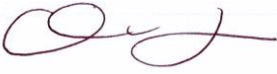
Health & Safety

You will be required to:

- Take reasonable care of your own health and safety, and the health and safety of others.
- Cooperate with the YMCA with respect to legislative occupational health and safety requirements and the YMCA Occupational Health and Safety Policy.
- Understand and work in accordance with the YMCA Safeguarding Children and Young People Policy at all times.

Conditions of Employment

- Satisfactory completion and maintenance of a valid Working with Children Check/ equivalent
- Satisfactory completion and periodic repeating of a National Crime Check
- The position is subject to a six-month probation period.
- Have the ability to travel as required

Approved By	Olivia Brown
Signature	
Position	Executive Manager, Governance and Child Safety
Date	31/01/19