



Schedule A

Christian Brothers Oceania Province

Edmund Rice Ministries Oceania

Position Description

Title:	Acting Safeguarding Coordinator
Reports to:	ERMO Safeguarding Coordinator / ERMO Executive Officer
Based at:	Melbourne
Employment:	0.5 FTE – Maternity Leave cover (Mid-September 2021 – 30 th April 2022)

Context:

Edmund Rice Ministries Oceania (ERMO) has been established by the Christian Brothers Oceania Province to support and develop the association and work of 15 successful Edmund Rice community service entities across Australia, New Zealand, Papua New Guinea and the Philippines.

The ministries associated with ERMO work to address a broad range of needs in the community in the areas of socio-economic disadvantage, education support, addressing social isolation, health and wellbeing, disability, social justice and reconciliation.

Position Purpose:

ERMO is an organisation that is developing and positioning itself as a significant contributor to the community services sector in Australia, New Zealand, Papua New Guinea and the Philippines. In all of its service provision and community engagement, ERMO recognizes the importance of ensuring that best Safeguarding practices are upheld and that a safe culture is fostered and maintained. To that end, ERMO is seeking a part-time position that is primarily focused on continuing support for day-to-day Safeguarding operations within the organisation and building upon or developing the organisations preventative safeguarding measures. The Acting Safeguarding Coordinator will provide a central support role for the implementation of 'best practice' across child protection and adult-at-risk related policies and processes.

The position requires a passionate, energetic and creative professional to work collaboratively to ensure that tasks within the Safeguarding space are progressed and that they align with the vision and purpose of ERMO. The work of this position will drive and support the continuing development of Safeguarding across our work in Australia, New Zealand, Papua New Guinea and the Philippines building the capacity of local initiatives to ensure the safety of children and vulnerable adults.

The Acting Safeguarding Coordinator is a member of the ERMO Executive Team and reports directly to the ERMO Safeguarding Coordinator (and in her absence, the ERMO Executive Officer). The ERMO Executive Team is responsible for providing strategic support to the ERMO Board and the various ERMO communities, particularly in the areas of safeguarding, risk, governance, finance, capacity building and sustainability.



The position will work closely with the ERMO Executive Team and the ERMO Safeguarding Working Party.

Key Accountabilities and Responsibilities:

<p>1. Member of the Executive Team</p>	<p>1.1 Be a key support to the Executive Officer especially in relation to Child Protection and Adult-at-Risk processes and protocols.</p> <p>1.2 Drive and support staff in the implementation of current Safeguarding frameworks, policies, and reporting protocols.</p> <p>1.3 Review and develop policies and processes to ensure best practice</p> <p>1.4 Provide a key channel of communication to the ERMO Board as regards Safeguarding matters.</p> <p>1.5 Be available to support the Executive Officer in areas of ministry beyond Safeguarding reflecting the holistic nature of this role within a faith-based NGO</p> <p>1.6 Carry out other duties as reasonably requested by the ERMO Executive or the ERMO Board.</p>
<p>2. Safeguarding Standards and Consistency of Practice</p>	<p>2.1 Support personnel to uphold consistent standards in Safeguarding training.</p> <p>2.2 Support the development of Safeguarding Training.</p> <p>2.3 Provide training or information to personnel where required regarding newly developed or revised processes, documents or practices.</p> <p>2.4 Assist personnel in continuing to develop a culture of both preventative and responsive approaches to Safeguarding.</p> <p>2.5 Continue to enhance the existing Safeguarding practices.</p> <p>2.6 Continue to oversee the implementation of the National Catholic Safeguarding Standards relevant to ERMO.</p> <p>2.7 Ensure that existing or newly developed practices or processes align with relevant State or National legislation.</p> <p>2.8 Oversee the 'backend' system related to ERMO's online Safeguarding reporting process.</p>
<p>3. Regional and National Statutory Requirements</p>	<p>3.1 Support all personnel in keeping informed of National and State Safeguarding related legislation.</p> <p>3.2 Ensure standardised policies and guidelines for Safeguarding in accord with State and National standards and expectations</p> <p>3.3 Ensure Safeguarding compliance - and that statutory and non-statutory compliance requirements are monitored and documented.</p> <p>3.4 Ensure that the National Standards and Indicators from the Australian Catholic Standards Ltd. (ACSL) [formerly known as Catholic Professional Standards Limited (CPSL)] are known and implemented by personnel.</p> <p>3.5 Be conversant with any existing reportable schemes.</p>
<p>4. Reporting and Records</p>	<p>4.1 Ensure that any Child Protection or Adult-at-Risk related notifications or reports received are directed to the Safeguarding Consultant.</p> <p>4.2 Prepare reports for the Executive Officer and the ERMO Board regarding risk.</p> <p>4.3 Ensure that reports are prepared and presented where requested.</p> <p>4.4 Ensure that any confidential material received is filed and recorded appropriately.</p> <p>4.5 Oversee and monitor WWCC's records for Local Advisory Board Members</p>
<p>7. Key Capacity Building Projects</p>	<p>7.1 Work in collaboration with the ERMO Operations Manager concerning emerging projects.</p> <p>7.2 Employ a capacity approach to practice and engagement with personnel across ERMO.</p> <p>7.3 Provide support and expertise to communities, as identified, in collaboration with Community Leaders and the ERMO Executive Team.</p>



	7.4 Coordinate meetings with representatives of the ministries around key capacity projects.
8. Reporting/ Meetings	<p>9.1 Report as required to the Executive Officer, ERMO Risk Committee or the ERMO Board.</p> <p>9.2 Participate in regular Executive Team meetings and provide agenda items as needed.</p> <p>9.3 Participate in monthly Entity Leader meetings.</p> <p>9.4 Engage in ERMO conferences as requested.</p> <p>9.5 Engage in Professional Supervision regularly.</p>

Corporate Accountabilities and Responsibilities

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| Operate as a Team Member | <ul style="list-style-type: none"> • Contribute to the efficient and effective functioning of the team or work unit to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance and support to team members and personnel of the Province and Edmund Rice Ministries, and undertaking other key responsibilities or activities as directed by one's supervisor. • Communicate with personnel internal and external to the team to ensure understanding of the distribution of workload and awareness of timeframes. • Collaborate with personnel both internal and external to the Province as required. |
| Work Health and Safety | <ul style="list-style-type: none"> • Be proactive in caring for the health and safety of all people working in and visiting the organisation • Ensure all appropriate actions are taken to implement the WHS policies, procedures, training and legislative requirements • Actively participate in training and report hazards |
| Risk and Governance | <ul style="list-style-type: none"> • Ensure operation in line with the ERMO policies, code of conduct, ethics and values • Actively participate in training and report risks |
| Continuous Improvement /
Quality Management | <ul style="list-style-type: none"> • Apply quality management and continuous improvement processes to all activities under direct control. • ERMO and the Oceania Province recognizes that the skills and knowledge of its employees are critical to the success of the organization. Hence, ERMO: <ul style="list-style-type: none"> ○ Encourage continuous improvement through education and formation channels; so that employees can maintain and improve job-related skills or enhance their ability. ○ Support employees' interests to further their education and broaden their knowledge. ○ Strongly encourage leaders to discuss performance development and continuous improvement regularly including attendance at workshops and seminars as appropriate to focus on current trends in their field or industry. ○ Expect personnel continually to explore, develop and participate in activities or formation initiatives that lead to continuous improvement professional development and a deeper understanding of and commitment to the Edmund Rice ethos. |
| Travel Requirements | <ul style="list-style-type: none"> • Allow for extensive travel within Australia, New Zealand, Papua New Guinea and the Philippines. • Independent management of travel schedule, in collaboration with Executive Team |



Essential Selection Criteria

Qualifications and Experience:

- Tertiary qualification in Social Work
- Minimum 12 months' experience in child protection or family services role
- A proven capacity to provide purpose-driven leadership in the community services sector
- Compliance with statutory and organisational policy requirements
- Proven experience and success in the design and development of documentation including guidelines, practice, or training resources
- Demonstrated ability to maintain security, discretion, and confidentiality over sensitive information
- Proficient use of Information Technology such as laptops, mobile phones, and their applications such as software including Google, MS Office, Outlook, Share file and intranet services

Knowledge and Skills:

- An appreciation of and commitment to Mission within the context of the Edmund Rice charism with the Edmund Rice tradition
- Ability to work successfully with a religious institute or faith-based agency
- Knowledge of statutory laws and legislation relating to Safeguarding
- Capacity to work with organisations across different contexts and cultures
- Ability to work autonomously as well as in a team environment

Authority Limits:

All actions undertaken and expenses incurred must follow and be in accordance with the Employer's policies and procedural requirements.

The Employer reserves the right to vary this position description in response to its changing needs.

Statement by the Employer:

The information detailed above is an accurate statement of the responsibilities/accountabilities of this position.

Signature:

Name: Date:.....

Agreed by the Employee:

The below signed acknowledges that the Employee has read the above position description and understands and accepts the responsibilities/accountabilities of this position.

Signature:

Name: Date:.....