

Position Description

Child Safe Organisation Lead

Location:	Milton & Hybrid	Reports To:	Director Cultural Capability and Strategy
Salary:	Negotiated	PD Date:	June 2026

About us

Act for Kids is a prominent provider of prevention, professional therapy and support services for children who have suffered abuse and support for families at risk. With over 30 centres nationally, we have supported thousands of children and their families for more than 30 years. In 2024-2025 we provided services to 37,171 people, including over 21,780 children.

Our unique multidisciplinary teams provide integrated therapy, sexual abuse counselling, safe houses in remote Indigenous communities, information, advice and referral services, intensive family support and preschools designed for children with additional development needs to ensure we set them up for success at school.

About our commitment

- Our vision is that all kids have a safe and happy childhood.
- We are a child safe organisation and all children who come into contact with our services will be provided with a welcoming and safe service.
- We are committed to working with Aboriginal and Torres Strait Islander peoples to design and deliver services that best strengthen our support to their children, families and communities.
- We are dedicated to creating a culture where physical, psychological, and emotional safety is a priority and to actively embed strong health and safety practices in our everyday work.
- We are committed to diversity, equity and inclusion, creating a workplace where everyone belongs and delivering inclusive, culturally safe and affirming services.

About our values

At Act for Kids our exceptional organisational culture is aligned to our values, which guide how we work and interact. You will be part of a *team* that is *professional, ethical, caring, courageous* and *collaborative* and we expect you to demonstrate these behaviours throughout your career with us.

About Cultural Humility

Act for Kids is committed to truth-telling and walking alongside Aboriginal and Torres Strait Islander children, families and communities on a journey of healing, self-determination, and hope. We acknowledge our responsibility to lead with respect, authenticity and cultural humility, creating culturally affirming and safe workplaces. We are committed to the recruitment and retention of First Nations team members and provide opportunities for meaningful connection and cultural peer support.

About the position

The Child Safe Organisation Lead drives, coordinates and monitors the organisational approach to child safety and wellbeing across Act for Kids and Youthrive. The role supports compliance with national and state Child Safe Standards, promotes a child safe culture, and helps maintain systems and practices that protect children from harm.

Key responsibilities

- Champion a culture in which child safety and wellbeing are prioritised across all levels of Act for Kids and You thrive.
- Provide strategic advice to the CEO, Executive team and Board on child safety risks, compliance obligations and continuous improvement opportunities.
- Lead the development, implementation and review of child safe policies, procedures, frameworks and codes of conduct.
- Monitor and report on progress against child safe plans and initiatives, and advise and support leaders to drive continuous improvement.
- Promote inclusion, respect and safety for all children and young people, advocating for their rights and voices across the organisation.
- Lead the identification and assessment of risks to children across physical, online, cultural and operational environments, and support risk mitigation strategies.
- Develop and maintain governance and reporting mechanisms that support implementation of child safe standards and organisational accountability.
- Coordinate mandatory child safe training, awareness initiatives and resources for staff.
- Support leaders and teams to embed child safe practices into everyday service delivery and organisational decision making.
- Oversee and coordinate reporting related to the Reconciliation Action Plan, in partnership with relevant leaders and stakeholders.

General Responsibilities

- Work in accordance with all Act for Kids policies, procedures and organisational requirements.
- Demonstrate a strong commitment to child safety, including cultural safety, by prioritising the rights, safety and wellbeing of all children in line with relevant child safe principles, standards and legislation.
- Identify, report and respond to child safeguarding risks in accordance with organisational policies, legal obligations and established risk management practices.
- Comply with work health and safety legislation, policies and procedures, take reasonable care for your own health, safety and wellbeing and that of others, and report hazards, incidents and injuries as soon as practicable.
- Engage actively in regular supervision and the Individual Development Plan (IDP) process, contributing to continuous learning and professional growth.
- Maintain confidentiality and privacy in all matters relating to children, families, team members and organisational information.
- Undertake other duties reasonably requested by your manager, consistent with the responsibilities and seniority of the role.
- Contribute as a client and customer-focused, values-based team member who works collaboratively to achieve positive outcomes across Act for Kids.
- Model Act for Kids' values in all workplace interactions by being *professional, ethical, caring, courageous, collaborative* and *team* oriented.

About you

Qualifications

- Tertiary qualification in Social Work, Allied Health, Community Services, Human Services, Law, Education or another relevant discipline.
- Equivalent experience in child safety, safeguarding, governance, compliance or a related field may also be considered.

Skills and experience

- Strong knowledge of child safety legislation, the National Principles for Child Safe Organisations and Child Safe Standards within an Australian context, with familiarity with Reconciliation Action Plans.
- Demonstrated experience in child safety, safeguarding, risk management, compliance, governance or a related field.
- Experience developing, implementing and reviewing organisational policies, frameworks, systems and training initiatives.
- Highly developed communication, facilitation and stakeholder engagement skills, including the ability to provide advice and influence practice across all levels of an organisation.
- Strong analytical, problem solving and decision making skills, with the ability to identify risks and develop practical, sustainable solutions.
- Demonstrated ability to work independently and collaboratively while managing multiple priorities in a dynamic environment.
- Demonstrated ability to work respectfully and effectively in the cultural context of Aboriginal and Torres Strait Islander peoples, with a commitment to culturally safe practice.
- Commitment to continuous improvement, cultural humility and strengthening child safe, inclusive and culturally responsive practice.

Other requirements

- Eligibility to hold a valid Working with Children Check (WWCC) and, in Queensland, a Child Safety and Personal History Screening Check (LCS2), unless exempt based on professional qualifications and registration.
- Current driver's licence.
- Applicants must be eligible to legally work in Australia and proof of eligibility will be requested.

Other information

Applicants are encouraged to apply even if they do not meet every requirement of the role. When assessing applications, the panel will consider performance and achievements in the context of individual circumstances.

We recognise that career paths are not always linear and that personal circumstances, career interruptions or periods of leave may have influenced work history. This means we will focus on the quality and impact of achievements, alongside experience and qualifications (where required), when assessing suitability for the role.

Act for Kids warmly encourages applications from Aboriginal and/or Torres Strait Islander peoples.