



Position Description

Position Title:	Diocesan Safeguarding Coordinator
Reports to:	Diocesan Business Manager
Employment Status:	Part Time - Contract
Conditions:	Flexible working arrangements may be negotiated

ORGANISATION:

The Catholic Diocese of Ballarat has been in existence for over 150 years. It is a culturally diverse and geographically extensive Diocese and is one of the 4 Victorian dioceses across the state. The Diocese is a community of communities throughout Western Victoria. It stretches out from Ballarat, North to the Murray River, West to the South Australian Border and South to the Southern Ocean and encompasses all the communities in between.

PURPOSE OF POSITION:

The Catholic Diocese of Ballarat “The Diocese” requires an experienced safeguarding professional to assist the Diocese to maintain and expand the existing safeguarding practices. The Safeguarding Coordinator plays a pivotal role in ensuring the safety and wellbeing of vulnerable people throughout the Diocese. The role is responsible for implementing safeguarding policies and procedures, promoting awareness, and ensuring compliance with relevant legislation to create a safe environment for all.

DUTIES:

- Policy Development:
 - Ensure the Diocese and its parishes implement both the Victorian Child Safe Standards and the National Catholic Safeguarding Standards.
 - Continue to strengthen the Diocesan safeguarding framework by maintaining and improving safeguarding materials including creating and/updating policies and procedures to reflect best practice.



- **Education & Awareness:**
 - Assist and guide parishes to meet the safeguarding standards.
 - Develop and deliver safeguarding education material and training for staff and parishes within the Diocese
- **Case Management:**
 - Act as a point of contact for both safeguarding concerns and reportable conduct matters
 - Respond to any incidents swiftly and effectively, ensuring appropriate actions are taken to protect individuals and mitigate risks
 - Maintain appropriate record management practices.
 - Work collaboratively with the internal professional standards team on claims and litigated matters.
- **Reporting:**
 - Prepare for and manage safeguarding audits.
 - Prepare and deliver appropriate details (meeting papers) for the professional standards panel/committee
 - Maintain and update specific risk register items relating to safeguarding
- **Collaboration:**
 - Liaising with relevant safeguarding professionals and industry groups to identify and implement best practice.
 - Work collaboratively within a small internal professional standards team

QUALIFICATIONS, SKILL, AND EXPERIENCE:

- **Qualification:**
 - A degree in social work, education, psychology or law is preferred
 - Recent advanced safeguarding training and or certification would be desirable
- **Experience:**
 - A minimum of 5 years' experience in a safeguarding, or related area preferred
- **Skills:**
 - A strong understanding of Safeguarding legislation in Victoria is essential
 - Excellent communication, interpersonal and organisational skills, with strong analytical and problem-solving abilities.
 - Current Australian Drivers Licence



- Other attributes:
 - Committed to promoting the welfare and safeguarding of individuals
 - Ability to maintain confidentiality and handle sensitive information with discretion
 - Strong ethical standards
 - Ability to work independently and as part of a small, committed team
 - An understanding of the Catholic Church and Catholic ethos would be an advantage.

SAFETY OF CHILDREN, YOUNG PEOPLE AND AT RISK ADULTS

- As an employee of the Catholic Diocese of Ballarat you will hold the care, safety and wellbeing of children, young people, and adults at risk as a central and fundamental responsibility.
- As an employee of the diocese, you will have zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously and reported in line with our legal obligations, our moral obligations and church policies.
- Creating a child safe environment is a dynamic process that involves active participation and responsibility by all church stakeholders. It is marked by collaboration, vigilance and proactive approaches across policies, procedures, and practices.

WORKPLACE HEALTH & 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 to eliminate or mitigate the risk of hazards recurring.
- Participate in the consultative processes provided by the organisation.

CRIMINAL SCREENING AND WORKING RIGHTS

1. Current National Police records check (within last 3 months)
2. Current Working with Children records check, and
3. Hold a valid Australian Working right.



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 ____/____/____