



# Catholic Archdiocese of Perth

## Job Description

For positions within our Archdiocesan Offices, Agencies and Organisations

### POSITION TITLE: **Safeguarding Officer (unpaid church worker)**

<b>DEPARTMENT:</b>	Safeguarding Program Office
<b>TYPE:</b>	Volunteer Casual
<b>REPORTS TO:</b>	Safeguarding Program Director, Parish Priest and/or Agency Director, Organisation/Office Manager
<b>DIRECT REPORTS:</b>	N/A
<b>JOB SUMMARY:</b>	<p>The Safeguarding Program Office is the Catholic Archdiocese of Perth's abiding commitment to promoting the safety, welfare, and well-being of those within the church community especially children and adults at risk.</p> <p>The Safeguarding Program is informed by a fundamental belief that children and adults at risk always have the right to physical and psychological safety and that the Church as a Christian institution, should now and into the future be at the forefront of efforts to make this a reality.</p> <p>The Safeguarding Program Office is dedicated to the prevention of abuse toward children and adults at risk which is influenced by a proactive approach to complying with the National Catholic Safeguarding Standards.</p> <p>The Safeguarding Officer helps support the implementation of the National Catholic Safeguarding Standards (NCSS) that create and maintain a safe and nurturing environment for children and adults at risk.</p> <p>All staff (paid and unpaid) are expected to take all reasonable steps to</p>

	<p>ensure the protection of children and adults at risk and to comply with our safeguarding policy and guidelines, including responding to and reporting all concerns, suspicions, and allegations of abuse.</p>
<b>KEY RESPONSIBILITIES:</b>	<p><b>Support</b></p> <ul style="list-style-type: none"><li>• Supporting others in the Parish/Agency/Organisation/Office to understand the Safeguarding Policy and Guidelines including the Commitment Statement, Code of Conduct and other policies as required.</li><li>• Be available to discuss Safeguarding issues and concerns.</li><li>• Support the Parish Priest, Agency Director, or Organisation/Office Manager with the implementation of the NCSS.</li><li>• Assist with the completion of the Safeguarding Activities Assessment Tool (SAAT) together with the Parish Priest, Agency Director, or Organisation/Office Manager.</li><li>• Promote screening and monitoring of church workers as per the Archdiocese Screening and Monitoring Policy.</li></ul> <p><b>Engagement</b></p> <ul style="list-style-type: none"><li>• Coordinate with the Parish Priest, Agency Director or Organisation/Office Manager and Safeguarding Program Director on safeguarding matters.</li><li>• Promote awareness of safeguarding initiatives and community safeguarding events.</li><li>• Report any concerns raised or allegations made of abuse to the Safeguarding Office and/or civil authorities.</li><li>• Promote the Safeguarding Program Induction and Refresher training.</li></ul> <p><b>Training</b></p> <ul style="list-style-type: none"><li>• Be available to attend the Safeguarding Officer Training and a refresher course every three years.</li></ul>
<b>EXPERIENCE, SKILLS AND KNOWLEDGE:</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"><li>• Understand issues of confidentiality and the sensitive nature of abuse.</li><li>• Have good written and oral communication skills.</li><li>• Complete the Safeguarding Personal Declaration.</li><li>• Maintain relevant screening checks.</li><li>• Be aware of his/her limitations and be willing and able to seek advice and refer accordingly.</li></ul>

**Desirable:**

- Understand the issues experienced by people who are marginalised and disadvantaged.

**Personal qualities:**

- Ability to be objective and impartial.
- Be a good listener and approachable.
- Commitment to witnessing and promoting the distinctive ethos and values of the Catholic Church.