

POSITION DESCRIPTION

Position Title:	Child Safe Program Coordinator
Location:	South East Queensland
Employer:	Bravehearts
Terms:	Social, Community, Home Care and Disability Services Industry Award 2010 Level: 7
Reports to:	Director of Operations



Our Vision

To make Australia the safest place in the world to raise a child.

Mission Statement

Our Mission is to prevent child sexual assault in our society.

Guiding Principles

Our Guiding Principles are to, at all times, do all things to serve our Mission without fear or favour or compromise and to continually ensure that the best interests human rights and protection of the child are placed before all other considerations.

Guiding Values

Our guiding values are to at all times do all things to serve our Mission with uncompromising integrity, respect, energy and empathy, ensuring fairness, justice and hope for all children and those who protect them.

PURPOSE OF POSITION:

The role of the Bravehearts Child Safe Program Coordinator role is to coordinate and implement child safe practices in small organisations. In addition the role will also develop, continually improve and implement the Bravehearts Child Safe Risk Assessment offering. It is a unique and challenging role within the child protection sector. They will be responsible for the contribution of insight and research related to child sexual assault, including an understanding of child sexual assault risk factors and effective child safety techniques and approaches. They will be responsible for supporting training and education programs to enhance awareness within the client organisation.

As such, they will be familiar with the obligations and responsibilities organisations have to protect the young people in their environment. They will be aware of the challenges facing institutions which interact with children. They will work collaboratively with all areas of Bravehearts operations to coordinate services to client organisations. They will be passionate about child protection and excited about an opportunity to make a positive difference in the sector.

Term of Appointment

The term of appointment is Fixed term 5 days per week for 12 months.

Remuneration range

SCHCDS Award Level 7

PRIMARY DUTIES AND RESPONSIBILITIES:

Reporting Relationships

The Child Safe Program Coordinator reports to the Director of Operations.

Project and stakeholder management:

- Demonstrated high level experience in accomplishing the objectives of a complex project/s utilising high levels of initiative;
- Demonstrated understanding of quality improvement and implementation to support practice change;
- Demonstrated high level ability to develop and implement constructive and innovative practices and procedures to assist and facilitate child safe practices;

- Demonstrated high level ability to translate evidence based knowledge to inform context based and sector workforce practice;
- Proven ability to determine priorities, meet tight deadlines, and produce high standard work.
- Promote the Bravehearts Child Safe Program to potential client organisations;
- Proactively coordinate activities and tasks according to time, scope and budget in line with the operational plan, Child Safe strategic goals and Bravehearts' corporate goals;
- Build relationships both internally across all areas of Bravehearts' operations, and externally with EY ChildPlace counterparts to deliver effective Child Safe outcomes;
- Facilitate seamless communication and coordinate between clients and Bravehearts' operational and accounts teams; and
- A focus on continuous improvement and leading practice.

Business consultation and analysis:

- Consult with clients, act in a professional manner and, at all times, uphold the Bravehearts' Code of Conduct;
- Prepare clear business proposals and quotes within the Bravehearts Style Guidelines;
- Demonstrated ability to provide a high-quality consultancy and advisory service to management, staff and external bodies and to establish and maintain both integrity and confidentiality in dealing with issues of a sensitive nature.
- Strong ability to communicate, both verbally and in writing, to a wide range of people across national jurisdictions on a range of sensitive and complex issues.
- High level ability to present at public forums and conferences on workforce practices, evidence base and strategies to support child safe practices across a range of organisations.
- Manage Bravehearts' Policy Review Services and provide tailored recommendations on a client's child protection policy;
- Work collaboratively with Bravehearts departments to communicate and facilitate continuous improvement opportunities identified through Child Safe engagements.

Child Protection knowledge:

- Demonstrated experience working in child protection settings and implementing quality assurance processes through a lens of child protection.
- Demonstrated understanding the of Royal Commission into institutional Child Sexual Abuse and the findings thus far of the Commission ; and
- Understanding of contemporary research, current trends, updates to legislation, industrial practice and leading practice as it relates to child protection and in particular Child Safe organisations.

General Areas of Responsibility:

- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies;
- Meet and where possible exceed agreed personal Key Performance Indicators;
- Manage their own health and safety in the workplace and ensure a physically and mentally safe workplace for the organisation;
- Participate in bi-annual Planning and Support Sessions;
- Participates in self-care activities and is responsible for your own self-care;
- Immediately report to your manager, any behaviours of concern towards children by any fellow staff member, volunteer, contractor or visitor to the organisation;
- Follow all organisational policies; and
- Work as part of a team to attain Bravehearts mission.

Personal Specifications:**Qualifications/Experience:**

- A degree in related discipline (for example justice, social work, psychology, criminology, community or human services);
- Minimum 5 years' experience in welfare, behavioural criminology or law enforcement related sector;
- Preferred experience and understanding of issues relating to service delivery with an agency that is committed to socially and culturally inclusive practices;
- Preferred experience with a commercial organisation; or at a minimum, a willingness to learn and understand key drivers and dynamics of a commercial organisation;
- Understanding of the institutional risks, roles and responsibilities that organisations interacting with children should consider; and
- Understanding of the complex nature of criminal activity involving children.

Personal Qualities:

- Respect for privacy and confidentiality;
- The appointee needs to possess personal qualities of integrity, sound judgement, empathy, and respect for individuals;
- High levels of verbal and written communication, as well as well-defined negotiation and mediation skills are essential;
- The capacity to work enthusiastically within the parameters of the Bravehearts mission and philosophy and to its vision for an optimum contribution to the lives of children and young people who have experienced sexual assault, their non-offending family members and primary caregivers;
- Principles of social justice will underpin the appointee's practice;
- Must have or be willing to apply for a CCYP Working with Children Check (Blue Card) and National Police Certificate; and
- Candidates must possess a current Australian drivers licence.

Skills and Abilities:

- An understanding of the effects of child sexual assault on the individual, family, interpersonal, and societal level;
- Ability to work well within a team environment;
- Exceptional organisational and time management skills; and
- Intermediate use of Microsoft office suite and keyboard skills.

I, _____ acknowledge that I have no past or pending convictions or allegations in relation to harming a child or acting inappropriately toward them nor have I ever deliberately harmed a child or acted inappropriately toward them. I will immediately inform my manager of any charges of child sexual assault or interpersonal violence.

I have read, agree and understand my position description. I understand that any inappropriate behaviour towards children on my part may lead to me being stood down from my position, and any prosecution of child sexual assault, or violence towards person, whether at work or not, may lead to immediate termination of employment. I declare that there is no medical or other condition which would stop me from undertaking the duties listed.

Signed: _____

Date: _____