

Position Description

Position Title:	Team Leader – Children's Personal Safety Education
Level:	Social, Community, Home Care and Disability Services Industry Award 2010: Level 3
Location:	Various
Employer:	Bravehearts Foundation Limited
Reports to:	Education Project Manager

Our Vision	A world where people, communities and systems all work together to protect children from sexual abuse.
Our Mission	To provide a coordinated and holistic approach to the prevention and treatment of child sexual abuse.
Our Values	<p>Integrity: We act with integrity, demonstrate accountability, honesty, and at all times, behave ethically.</p> <p>Respect: We behave and communicate with inclusivity, mindfulness, and professionalism whilst continually embracing diversity.</p> <p>Energy: We unreservedly apply ourselves using all efforts, power and abilities towards protecting children from child sexual abuse.</p> <p>Empathy: We acknowledge the bravery of survivors and those that support them. Without fear or favour, we seek to ensure that children have a childhood free from sexual harm.</p> <p>Bravery: We seek to genuinely understand other people's experiences, culture and perspectives. In turn, we support individuals and communities in a manner that is meaningful to them.</p>

Position Purpose

The Team Leader – Personal Safety Education leads the delivery of Ditto's Keep Safe Adventure (DKSA) incursions in early learning and primary school settings, ensuring high-quality, standards-aligned education.

Managing a small team of 2–4 Personal Safety Educators, the Team Leader fosters collaboration and supports effective engagement with children across schools and centres.

This role involves coordinating program delivery, maintaining administrative and program compliance, and strengthening relationships with key stakeholders. A focus on continuous improvement, resource management, and strategic use of funding (where applicable) is essential to expand the program's reach and ensure long-term impact and sustainability.

Primary Responsibilities

1. **Program Coordination:** Manage scheduling, communications, logistics, and resource allocation for program delivery.
2. **Team Leadership:** Lead and support a team of Children's Personal Safety Presenters through delegation, coaching, and performance monitoring.
3. **Program Delivery:** Deliver engaging, educational presentations to children, promoting personal safety in alignment with Bravehearts' standards.
4. **Stakeholder Engagement:** Build and maintain strong relationships with schools, early learning centres, and community organisations.
5. **Community Outreach & Promotion:** Represent the program and organisation at events, promote services, and develop community partnerships to increase program reach.
6. **Administration & Reporting:** Manage CRM data, prepare reports, maintain records, and ensure compliance with policies and procedures.
7. **Program Development & Quality Assurance:** Contribute to the evolution of content and resources and uphold consistency and quality through regular reviews.
8. **Travel & Remote Coordination:** Oversee travel logistics, ensuring adherence to relevant policies and procedures, and support effective remote office operations and communication with central teams.
9. **Health, Safety & Wellbeing:** Ensure compliance with WHS protocols and foster a safe, supportive environment for team members and clients.
10. **Professional Development:** Maintain up-to-date knowledge, complete required training, and support team growth through mentoring.
11. **Target & Grant Management:** Track and report on team performance, ensure responsible use of grant funds, and contribute to achieving program targets.
12. **Organisational Representation & Collaboration:** Represent Bravehearts at external functions and contribute to a positive and collaborative team culture.

Child Safe Organisation

Bravehearts is a child safe organisation and is committed to the safety, wellbeing, and empowerment of all children and young people. We expect all team members to uphold our zero tolerance to child harm and to actively contribute to a child safe culture by adhering to organisational policies, practices, and relevant legislation.

Employment with Bravehearts is subject to ongoing child safety screening, including holding or obtaining a Working with Children Check (Blue Card) and a National Police Certificate.

Personal Qualities:

- Confident professional with strong leadership, integrity, and sound judgment, upholding confidentiality and professionalism.
- Driven to achieve outcomes and meet KPIs, contributing to both your team's success and the broader Education team.
- Dedicated to keeping children safe through personal safety education and engaging with schools and communities to create safe environments.
- Excels in stakeholder engagement and relationship management, delivering key messages both in writing and in person.
- Adaptable and solutions-focused, managing competing priorities effectively and maintaining high levels of organization.
- Highly organized, managing competing priorities effectively.

Qualifications/Experience:

- Minimum of two years' experience working with young children, preferably in an educational or child-focused setting, is preferable.
- Previous experience in a leadership role, ideally within education, early childhood, or child-related services.
- Certificate or Diploma in Education, Early Childhood, or a related field.
- Experience in performing or presenting to groups—particularly children.
- Demonstrated high-level administrative, and organisational skills, with experience in managing teams, projects, and operational resources.
- Strong proficiency in Microsoft Office programs (Word, Excel, PowerPoint, Outlook) and preferably CRM platforms, particularly HubSpot.
- Competent in data entry, reporting, and written communication.
- Current open Driver's Licence.
- Full, unrestricted working rights in Australia.
- Willingness and ability to travel regularly as required for program delivery.
- Comfortable performing in a mascot costume as part of the program delivery.

Acknowledgement

I, _____ (full name), acknowledge that I have read and understood the responsibilities and expectations outlined in this position description.

- I understand that Bravehearts is a child safe organisation with zero tolerance for any form of abuse or inappropriate behaviour toward anyone, especially children or young people.
- I affirm that I have never engaged in, nor been the subject of substantiated allegations of, child harm or abuse, including sexual abuse or other inappropriate conduct toward children.

- I understand that any such behaviour, whether past or present, is incompatible with employment at Bravehearts and will result in immediate disciplinary action, mandatory reporting, and possible dismissal.
- I agree to immediately inform my manager of any charges, investigations, or changes to my circumstances that could affect my suitability to work with children.
- I also declare that there is no medical or other condition which would prevent me from undertaking the duties listed.

Signed: _____

Date: _____