

Position Description

Position Title:	Children's Personal Safety Presenter
Level:	Social, Community, Home Care and Disability Services Industry Award 2010 Level: 2
Location:	Various
Employer:	Bravehearts
Reports to:	Team Leader: Personal Safety Education

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	Integrity: We act with integrity, demonstrate accountability, honesty, and at all times, behave ethically. Respect: We behave and communicate with inclusivity, mindfulness, and professionalism whilst continually embracing diversity. Energy: We unreservedly apply ourselves using all efforts, power and abilities towards protecting children from child sexual abuse. 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. 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.

Position Purpose

The Children's Personal Safety Presenter delivers Bravehearts' *Ditto's Keep Safe Adventure* program to early learning and primary school-aged children, teaching essential personal safety messages to prevent child sexual abuse.

Using engaging, interactive performances, the presenter empowers children with age-appropriate safety skills while supporting educators to continue the learning through Bravehearts' classroom resources.

This role also includes liaising with schools and early learning environments, managing bookings and administration, and working collaboratively with the Team Leader and broader team to maximise the program's reach and impact.

Primary Responsibilities

1. **Program Delivery & Presentation:** Deliver engaging and interactive personal safety education shows to children, including performing as the presenter and mascot. Create a safe, inclusive environment and reinforce key safety messages each time.
2. **Program and Product Knowledge:** Maintain strong knowledge of Bravehearts' education programs and resources, including Classroom Kits, to effectively support and guide clients in continuing personal safety education beyond the show.
3. **Program Preparation:** Prepare and transport required equipment, costumes, props, and educational materials for each presentation. Ensure familiarity with all program content and tools.
4. **Booking Coordination & Communication:** Support bookings and communications with schools, early learning centres, organisations and community groups. Use the CRM system (HubSpot) to coordinate schedules, confirm details, and track participation.
5. **Community Engagement & Promotion:** Promote the program through phone, email, and in-person communication. Build and maintain relationships with key stakeholders to encourage program uptake and generate referrals.
6. **Administrative Support:** Assist with administrative duties including digital filing, reporting, inventory checks, and maintaining accurate CRM records. Provide feedback to support ongoing program improvement.
7. **Travel & Logistics:** Travel to various locations, if required, including occasional overnight stays. Coordinate travel arrangements in line with approved policies and procedures.
8. **Health, Safety & Compliance:** Adhere to WHS protocols and complete required audits and checks to maintain a safe working environment.
9. **Professional Development:** Engage in ongoing training and professional development to enhance program delivery.
10. **Team Collaboration:** Work closely with the team to support program operations and share best practices. Represent Bravehearts at meetings and events as required.
11. **Personal Well-being:** Maintain personal health and wellbeing and contribute to a safe, supportive work environment.
12. **Team Engagement & Communication:** Actively participate in full team meetings, 1:1 check-ins with the Team Leader, and team-wide communications to support collaboration, alignment, and program success.
13. **Remote Office Management (if applicable):** Maintain a clean, organised, and compliant remote office. Handle mail and ensure consistent communication with the broader team.

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.

Qualifications/Experience:

- A minimum of two years' experience working with young children, preferably in an educational or child-focused setting.
- A qualification in education, early childhood, or a related field is preferred but not essential.
- Experience in performing or presenting to groups, particularly children, is an advantage.
- Excellent demonstrated administrative and communication skills.
- Current Driver's License (Open license preferred).
- Full, unrestricted working rights in Australia.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) and preferably CRM platforms, particularly HubSpot.
- Physical fitness and stamina are essential for delivering performances and active program delivery.
- Comfortable performing in a mascot costume as part of the program delivery.
- Willingness and ability to travel regularly as required for program delivery.

Personal Qualities:

- Confident and dedicated professional with a passion for engaging and educating children.
- Strong verbal and written communication skills, with the ability to engage diverse audiences effectively.
- Comfortable delivering personal safety education programs, including performing in a mascot costume when required.
- Excellent administrative and organisational skills, with the ability to manage competing priorities effectively.
- Approaches challenges with resilience and a solutions-focused mindset, ensuring smooth program delivery.
- Maintains confidentiality and professionalism at all times, upholding Bravehearts' values in all interactions.
- Physical Fitness: Physical fitness and stamina are essential, as the role involves active delivery, travel, and performing in a mascot costume.

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: _____