

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.

Bravehearts is unwavering in our commitment to the safety and wellbeing of all children and young people accessing our services. We act without hesitation to ensure the legal rights of all children and vulnerable persons are maintained. Bravehearts is dedicated to fostering a culture where every child is valued, respected, and safe from harm.

Bravehearts Statement of Commitment embodies this through application of our pledge to:

Prioritise the Child	The best interests of children are at the forefront of every decision and action we take.
Cultivate a Safe Culture	We are dedicated to creating and maintaining a child-safe environment characterised by transparency, accountability, and a shared responsibility for protecting children from sexual abuse and exploitation, and abuse and neglect more broadly.

Empower Voices	We actively listen to and amplify the voices of children and young people, ensuring their perspectives shape our policies, programs, and practices.
Act with Vigilance	All Bravehearts personal (National Board, staff, students and volunteers) are mandatory reporters, committed to promptly reporting any concerns about a child's safety to the appropriate authorities, irrespective of age, type of harm or location.
Collaborate for Impact	We operate in a spirit of cooperation and consultation with other relevant agencies in matters concerning child protection. We work in close partnership with families, communities, and other agencies to create a network of support that protects and promotes the wellbeing of children.
Strive for Excellence	We are committed to continuous improvement in our child safeguarding practices, regularly reviewing our policies, procedures, and training to ensure they reflect the highest standards.

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

- DKSA 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.
- Educator Support:** Provide educators/staff with guidance on Bravehearts' Classroom Kits and resources to support ongoing personal safety education beyond the show.
- Program Preparation:** Prepare and transport required equipment, costumes, props, and educational materials for each presentation. Ensure familiarity with all program content and tools.
- Booking Coordination & Communication:** Support bookings and communications with schools, early learning centres, and community groups. Use the CRM system (HubSpot) to coordinate schedules, confirm details, and track participation.
- 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 filing, reporting, inventory checks, and maintaining accurate CRM records. Provide feedback to support ongoing program improvement.
7. **Travel & Logistics:** Travel to various locations, 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. Stay up to date with all educational materials and Bravehearts' operational procedures.
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. **KPI's:** Meet and exceed Key Performance Indicators (KPI's).
14. **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.

Personal Specifications

Qualifications/Experience

- A minimum of 2 years' experience working with young children is preferable.
- A qualification in education or early childhood is preferred but not essential.
- Demonstrated experience with strong administration skills is required.
- Experience working with an organisation that prioritises socially and culturally inclusive practices, particularly in service delivery, is preferable.
- Willingness and ability to travel regularly as required for program delivery.
- Comfortable performing in a mascot costume as part of the program delivery.
- Must have, or be willing to apply for, a Working with Children Check as per state requirements and a National Police Certificate.
- Possess a current Driver's License (Open license preferred).
- Full rights to work in Australia.

Personal Qualities:

- **Confidentiality:** Maintains strict privacy and discretion at all times.

- **Empathy:** Creates a supportive and inclusive environment through genuine care for others.
- **Passion & Enthusiasm:** Brings energy and commitment to Bravehearts' mission.
- **Resilience:** Adapts positively to challenges and changing conditions.
- **Creativity:** Uses innovative approaches to engage and educate effectively.
- **Problem Solving:** Proactively addresses issues to ensure smooth program delivery.
- **Accountability:** Takes ownership of responsibilities and team outcomes.
- **Integrity & Judgement:** Acts with honesty, fairness, and sound decision-making.
- **Mission Alignment:** Demonstrates commitment to Bravehearts' values and vision.
- **Social Justice:** Upholds equity and fairness in all interactions.
- **Professionalism:** Models high standards of conduct and reliability.

Skills & Abilities:

- **Communication:** Clear and effective verbal and written communication with diverse audiences.
- **Presentation Skills:** Confident in public speaking and performing, including mascot role.
- **Teamwork:** Capable of working cohesively within smaller remote teams and broader education team, collaborating and working independently.
- **Organisation:** Able to manage multiple priorities with strong organisational skills.
- **Tech Proficiency:** Skilled in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- **CRM Knowledge:** Experienced with CRM platforms, especially HubSpot.
- **Literacy & Numeracy:** Competent in accurately managing data, reporting, and written communication.
- **Physical Capability:** Physically fit and healthy to deliver performances, including in costume.

Acknowledgement

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 and or People and Culture of any new criminal allegations or charges made against me including but not limited to child sexual abuse or interpersonal violence during the course of my employment that would alter the outcome of the original National Police Check.

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 abuse, or violence towards a 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: _____

Children's Personal Safety Presenter Task List

Program Preparation & Coordination

- Prepare Program Materials: Ensure all equipment, props, costumes, and educational resources are ready and transported for each show. Stay up to date with all presentations, scripts, Classroom Kits, and supporting materials.
- Coordinate Bookings & Communications: Support bookings and maintain communication with schools, early learning centres, and community groups. Use the CRM (HubSpot) to manage schedules, confirm details, and track participation.
- Administrative Support: Assist with administrative tasks including filing, reporting, and inventory management. Support the Team Leader in project implementation by providing timely updates and feedback.

Program Delivery & Engagement

- Deliver Interactive Safety Presentations: Perform engaging live shows, portraying both the presenter and "Ditto" mascot roles, to teach children personal safety messages through song, dance, and interaction.
- Support Student Engagement: Foster a safe and inclusive learning environment during presentations, encouraging participation and reinforcing key safety concepts.
- Support Educators & Staff: Guide teachers and educators in using the Bravehearts Classroom Kit and resources to extend personal safety education beyond the performance.

Community Engagement & Promotion

- Promote the Program: Engage schools, early learning centres, and community organisations via phone, email, and face-to-face to introduce and promote the Ditto program.
- Maintain Community Relationships: Build and sustain positive relationships with community stakeholders to encourage ongoing program participation and referrals.

Travel & Logistics

- Travel for Program Delivery: Travel to various locations as required, including occasional overnight stays. Adapt to different settings to ensure smooth delivery.

Health, Safety & Compliance

- Workplace Health & Safety (WHS): Follow all WHS policies during shows and daily operations. Assist with audits and complete necessary compliance checks as directed.
- Policy & Procedure Adherence: Follow Bravehearts' policies and procedures at all times to ensure a safe and effective working environment.

Professional Development

- Maintain Program Knowledge & Skills: Stay up to date with content, delivery methods, and educational resources. Participate in ongoing training to maintain and improve performance.

Team Collaboration

- **Team Engagement & Communication:** Contribute to a positive team environment by collaborating with colleagues, sharing insights, and supporting team operations. Actively participate in team meetings, 1:1s, check-ins, and discussions with the Education Project Manager.
- **Representation at Events:** Represent the program at conferences, meetings, and Bravehearts events to support broader organisational goals.

Personal Wellbeing

- **Maintain Personal Wellbeing:** Prioritise personal health and wellbeing, and help foster a mentally and physically safe environment for the team.

Remote Office Responsibilities (if applicable)

- **Office Maintenance:** Ensure the remote office is tidy and well-organised, including equipment upkeep and supply management.
- **Mail & Delivery Management:** Manage incoming mail and deliveries, ensuring timely handling and communication with the team.
- **WHS Compliance in Remote Settings:** Conduct regular safety checks and ensure compliance with health and safety standards in the remote office environment.
- **Communication with Broader Team:** Maintain consistent communication with the wider team to stay aligned on program goals and tasks, despite working remotely.