



# Catholic Diocese of Bunbury

## Job Description

For positions within our Diocesan Offices and Parishes

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

<b>DEPARTMENT:</b>	Safeguarding Office
<b>TYPE:</b>	Volunteer Casual
<b>REPORTS TO:</b>	Safeguarding Coordinator, Parish Priest, Manager
<b>DIRECT REPORTS:</b>	N/A
<b>JOB SUMMARY:</b>	<p>The Safeguarding Office is the Catholic Diocese of Bunbury'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 Office 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 Office is dedicated to the prevention of abuse towards 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 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>

<p><b>KEY RESPONSIBILITIES:</b></p>	<p><b>Support</b></p> <ul style="list-style-type: none"> <li>• Supporting others in the Parish/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, 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, or Organisation/Office Manager.</li> <li>• Promote screening and monitoring of church workers as per the Diocese Screening and Monitoring Policy.</li> </ul> <p><b>Engagement</b></p> <ul style="list-style-type: none"> <li>• Coordinate with the Parish Priest, or Organisation/Office Manager and Safeguarding 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 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>
<p><b>EXPERIENCE, SKILLS AND KNOWLEDGE:</b></p>	<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>
	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Understand the issues experienced by people who are marginalised and disadvantaged.</li> </ul>
	<p><b>Personal qualities:</b></p> <ul style="list-style-type: none"> <li>• Ability to be objective and impartial.</li> <li>• Be a good listener and approachable.</li> <li>• Commitment to witnessing and promoting the distinctive ethos and values of the Catholic Church.</li> </ul>