



The Anglican Church of Australia Diocese of Wangaratta

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Position Description

Position Title:	Parish Safe Church Officer
Parish:	####
Employment Status:	Volunteer; Part time
Term of Employment:	Licensed for a period of three years from appointment (or as otherwise agreed, subject to the requirements as set out in the Parish Governance Act)
Reports to:	Parish Council; Incumbent (parish priest); Registrar
Appointee:	#### (to be entered once appointment is made)
Date Commenced:	##/##/#### (to be entered once appointment is made)
PD Prepared by:	####
PD Approved by:	#### (name of authorising person)
Date PD Approved:	##/##/####
Date of Revision (if applicable):	##/##/####

Position Overview

The Parish Safe Church Officer is an appointed position. It is critical in ensuring parishes can meet safe church/child safe requirements in accordance with State/National legislation, Anglican Church/Diocesan legislation and other Church/Diocesan policies. Each Parish Safe Church Officer will work closely with their local parish councillors, wardens and clergy, and also with other Parish Safe Church Officers within the Diocese of Wangaratta and the Diocesan Safe Church Officer through peer network and support arrangements.

The position requires a person of absolute integrity who is able to model best practice in the Parish.

This position is NOT responsible for receiving or investigating reports of abuse, either current or historical, and will direct any enquiries regarding reports to the Director of Professional Standards.

The Diocese of Wangaratta

The Diocese of Wangaratta is set in regional NE Victoria and extends up into the Albury border area of NSW. There are now 23 parishes or districts incorporating some 65 places of worship. The diocese is divided into two territorial archdeaconries with three rural deaneries, the Cathedral and registry are located in Wangaratta.

Our Diocesan Vision:

Inspired by God's love, through worship, prayer and scriptural reflection, we seek to live by our Christ-centred values by meeting the needs of our communities through serving and accepting others.

The Parish

Parish Overview:

Insert here

Parish Vision and Mission:

Insert here

Key Responsibilities and Duties

General Administration

- Ensure the safe keeping, accessibility and updating of Safe Church Resource Kits and other safe church resources within the parish.
- Liaise with the Diocesan Safe Church Officer and other Parish Safe Church Officers for clarification on processes, documentation and specific risk management questions that might arise to ensure consistency of approach.
- Ensure parish records are being kept in accordance with best practice and/or Church requirements, which might include:
 - Meeting minimum retention periods for documentation
 - Storage consistent with the national privacy principles
 - Secure disposal or archiving of documentation

Communication

- Attend and report to Parish Council bi-monthly.
 - Reports are to address risk management and safe church compliance matters.
 - Abuse concerns or reports are **NOT** to be reported to Parish Council by the Parish Safe Church Officer.
 - Note: The Parish Safe Church Officer is not necessarily a member of Parish Council and in that case has no voting or decision-making rights at Parish Council meetings. Attendance is limited to presentation of reports and discussion of Safe Church matters.
- Promote the Diocese's Safe Church Policy and any related policies and guidelines locally, as required.
- Provide advice as required regarding abuse reporting and investigation processes and contact information.
- Provide advice as required regarding the Lay Authorisation and Clearance Guidelines and related processes and documentation.
- In the event that the Parish Safe Church Officer becomes aware of any suspicions or reports of abuse, either current or historical, these are to be directed immediately to the Director of Professional Standards. The Parish Safe Church Officer is **NOT** responsible for receiving or investigating reports of abuse.

HR Matters and Clearance Processes

- Liaise with and assist the Diocesan Safe Church Training Coordinator, or Diocesan Safe Church Officer (as applicable), to facilitate endorsed safe church training in the Parish.
- Liaise with the Diocesan Safe Church Training Coordinator, or Diocesan Safe Church Officer (as applicable), to identify and facilitate registration of those people required to undertake safe church training who haven't done so yet.
- Support church leaders and workers within the Parish regarding clearance requirements and processes, including provision of reminders to renew checks, facilitation of WWCC and police check submissions and completion of forms, as required.
- Liaise with the Incumbent and/or Parish Council to support the clearance process for newly elected or appointed individuals.
- Ensure all current and new church leaders and workers are provided with orientation which includes awareness of risk management and reporting processes, abuse reporting processes,

safe church and risk management policies and how to access the suite of safe church guidelines and other resources available in the Diocese.

Risk Management and Reporting

- Ensure all events, activities and programs conducted by or in the parish undergo appropriate planning and risk assessment, with particular attention to risk identification and contingency planning/mitigation strategies.
- Ensure each centre has a fully stocked First Aid Kit and that this is checked and replenished on a regular basis.
- Identify where activities require specialised support or certification, such as:
 - Trained first aid officer/s
 - Safe food handling certification
 - Responsible service of alcohol certification
 - Fire wardens
- Ensure accidents, incidents, injuries or near misses are responded to in accordance with Diocesan policies and procedures, assisting people to complete forms if required.
- Investigate all reports of accidents, incidents, injuries, near misses or hazards and take action as necessary (*or facilitate action, as appropriate,*) to rectify any ongoing risks, ensuring compliance with the Parish Governance Act or related Acts where appropriate.
- Liaise with wardens to ensure appropriate risk assessment and management activities are regularly undertaken in the parish in relation to buildings, equipment, grounds and any other church property/assets (consistent with the Parish Governance Act or related Acts as applicable.)
- Ensure the Parish has an emergency management/evacuation/response protocol in place.
- Liaise with wardens to establish and/or maintain a building security administrative system. This might include (as applicable):
 - Key register
 - Formal (documented) handover of keys by keyholders at end of term/employment
 - Removing redundant electronic security codes at end of term/employment
 - Periodically changing electronic security codes
 - Conducting a security risk audit and changing locks if significant risk of breach is identified

Requirements for a Parish Safe Church Officer

To be eligible a person must:

- at all times comply with National, State, and Local Govt requirements, follow the Parish Governance Act and Professional Standards Act.
- adhere to Safe Church Policy and Codes of Conduct and uphold Ethos of the Diocese at all times.
- be a Parishioner in a Church in the Parish, of at least 6 months standing.
- be at least 18 years of age.
- have up to date Police Check and Working with Children certificate.
- develop and maintain a strong understanding of the Safe Church policies and procedures of the Diocese and be able to communicate these to others in the Parish.
- have a strong understanding of the implications of failing to meet Safe Church policies and procedures.
- develop and maintain a strong understanding of national privacy principles and be able to communicate these to others in the Parish.
- have shown themselves to have integrity, discretion and respect for privacy and confidentiality.
- be dependable and punctual.
- be courteous and personable when dealing with the others.
- work well under supervision and be willing to follow direction.

Computer skills may be an advantage but not a core requirement.

You are not eligible for this role if you are:

- an undischarged bankrupt.
- a prohibited person as defined by Child Protection or Professional Standards Act.

Note: No person shall have privileges of a Parishioner in more than one Parish or in more than one church in the same Parish, or in more than one congregation in the same Parish.

Training

- All Parish Safe Church Officers must attend endorsed Safe Church training and attend a refresher every 3 years (if in the role for longer than 3 years).

Supervision and Support

- Whilst Parish Safe Church Officers report to Parish Council, the Incumbent (Parish Priest) and Diocesan Registrar on day to day process and compliance matters, additional supervision and support systems are necessary due to the scope and complexity of the safe church/child safe environment, and potential for vicarious trauma in the event of disclosures of abuse locally or exposure to examples of abuse through professional development activities.
- Parish Safe Church Officers from within the Diocese will be part of a peer network, led by the Diocesan Safe Church Officer. Through this network the Safe Church Officers (Parish and Diocese) will be able to:
 - share approaches to communicating safe church messages,
 - learn from each other,
 - receive updates on any policies, procedures, legislation or supporting resources, and
 - develop recommendations regarding these for consideration by the Diocesan Safe Church Committee, Bishop's Leadership Team, NCCA Safe Church Training Agreement team, or other appropriate body, internal or external to the Diocese.

Evaluation

- All volunteers will have an initial evaluation after two months, then an annual review thereafter.
- Evaluation will be conducted by the Incumbent and Parish Councillors.

Time Commitment

- Attendance at Parish Council meetings bi-monthly or as required.
- Attendance at Safe Church Officer Network meetings (which will be held at least four times per year via combination of in-person and virtual modes).
- Attendance at Diocesan Safe Church Committee meetings, if required.
- Time as required for administrative or communication functions.

Terms of Appointment

This position* is appointed by Parish Council at the first meeting following the annual meeting and will be subject to the clearance requirements as set out in the Diocese of Wangaratta Lay Authorisation and Clearance Guidelines and associated documentation. The position requires a Licence from the Bishop.

*In the event that a Parish is unable to identify an individual able to undertake the full scope of this role, more than one person might be appointed with the responsibilities thus being met through a team arrangement.

Relevant Legislation

Parish Governance Act

Declaration of Appointee

I have reviewed the above position description. I understand the nature of the work and confirm that I do not have any pre-existing injury or illness that may affect my capacity to undertake this work.

Name of Appointee:

Signature of Appointee:

Date:

**Name of Incumbent
(Parish Priest):**

Signature of Incumbent:

Date: