



# Position Description

<b>Position Title</b>	Safeguarding Prevention Manager
<b>Employment Status</b>	Full Time
<b>Direct Report to:</b>	National Executive Manager - Safeguarding
<b>Location:</b>	Essendon Fields, Melbourne

## SUMMARY

The Safeguarding Prevention Manager is a newly established role accountable for leading, developing and implementing safeguarding prevention activities for the YMCAs of Australia.

The role will require the appropriate skills to support the YMCAs of Australia, a federation of 15 YMCAs around Australia, and will play a pivotal role in achieving national synergies in safeguarding practice to enable the YMCAs to ensure all children and young people are safe within a YMCA.

As a committed and highly skilled leader, you will:

- provide safeguarding expertise and advice in prevention activities
- enable the implementation of the YMCA national safeguarding strategy
- support and enable compliance to the YMCA Safeguarding Licence standards
- develop and embed a culture of safeguarding children and young people across the Movement
- Work within a team of experts within the centralised Safeguarding Support Unit to inform practice, develop policy and standards that aligns to the YMCAs commitment of safeguarding children and young people

The role will require you to work within a collective leadership framework incorporating Member Association subject matter experts. The role will be supported and resourced by a newly established centralised Safeguarding Support Unit.

## MAIN DUTIES and RESPONSIBILITIES

1. Lead on the safeguarding prevention activities for the YMCA and provide expertise and advice to the YMCA Movement in leading safeguarding practice (based on evidence and experience).
2. Provide expertise on leading practice and contemporary research in regard to adult education
3. Enable YMCAs in Australia to ensure implementation and compliance with the National Principles for Child Safe Organisations, specifically:
  - (P1) A commitment to child safety and wellbeing is embedded in organisational leadership, governance and culture.

- (P2) Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
  - (P3) Families and communities are informed and involved in promoting child safety and wellbeing.
  - (P4) Equity is upheld and diverse needs respected in policy and practice.
  - (P5) People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
  - (P7) Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
  - (P8) Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
  - (P9) Organisations regularly review and improve implementation of their child safety and wellbeing policies and procedures.
  - (P10) Policies and procedures document how the organisation is safe for children and young people.
4. Implementation and development of YMCA Safeguarding Strategy (2018-2020), specifically:
- (O1) Consistent implementation of the Movement Policy in all YMCAs
  - (O2) Introduction and implementation of the YMCA USA (Know, See, Respond) framework in Australia (across all YMCA sites, monitoring, evaluation and liaison)
  - (O3) Development of nationally consistent training and professional development opportunities
  - (O4) Development (and review) of a child friendly and young person friendly resources
  - (O5) Development of consistent messaging and branding in regard to Child Safety collateral
  - (O6) Harmonisation and alignment of policies and procedures across YMCAs in Australia
  - (O8) Development of Communities of Practice, quality and continuous improvement strategies
  - (O10) Develop evidence based YMCA methodology for engaging with children, YP, families including the production of a best in practice engagement toolkit for the movement to use across the country
5. Development of the Movement safeguarding workforce development plan including key competencies for roles which come into contact with children and young people
6. Introduction of e-safety training program and 'train the trainer' model for safeguarding training
7. Lead our engagement work with staff, young people and families including the development and analysis of annual safeguarding surveys

## 8. Liaise with partner safeguarding and training agencies

### Performance Goals

- Lead the continued evolution, design and implementation of the YMCAs ability to safeguard children and young people
- Complete tasks in a timely and accurate manner
- Provide transparent and regular reports to key stakeholders
- Build key relationships with external organisations/people to enhance the YMCAs ability to safeguard all children and young people within a YMCA
- Model effective problem solving and conflict negotiation
- Maintain a thorough understanding of the YMCA Movement in Australia
- Be committed to continuous improvement in both self and the YMCA's development
- Be customer focused and provide exceptional customer service at all times
- Listen and be objective, responsive, and non-judgemental
- Model and demonstrate positive values like caring, honesty, respect, and responsibility.
- Serve as a role model for the principles of inclusion and tolerance
- Work as part of a team and shows professionalism
- Demonstrate punctuality and efficiency during working hours
- Maintain high standards of presentation and personal grooming
- Demonstrate an understanding and adherence to YMCA policies and procedures

### Qualifications, experience and skills

**Minimum qualifications:** Tertiary Degree in Social Science, Social Work, Management or equivalent

**Experience:** Proven experience in safeguarding organisational related roles

**Skills:**

- Collective/Collaborative Leadership skills
- Organisational management skills
- Internal and External Stakeholder Relationship Management
- Coaching and mentoring skills
- Analytical skills
- Strategy implementation
- Values alignment
- Results orientation
- Effective communication and influence capability
- Excellent written and verbal communication skills and the ability to influence

### Safeguarding Children and Young People

You will be required to:

- Declare anything you become aware of through the course of your engagement with YMCA which a reasonable person would consider could impede your suitability to have contact with children and young people
- Act as an extended guardian towards children and young people where you have interactions and at all times take reasonable steps to prevent abuse and neglect and
- Adhere to all policies and procedures relating to safeguarding children and young people and the code of conduct
- Update your details whenever these change, with the relevant department administering the working with children check or equivalent in your state/ territory of residence, as required by applicable laws
- Complete an updated National Police check every 3 years of your engagement with YMCA

## Health & Safety

You will be required to:

- Take reasonable care of your own health and safety, and the health and safety of others.
- Cooperate with the YMCA with respect to legislative occupational health and safety requirements and the YMCA Occupational Health and Safety Policy.
- Understand and work in accordance with the YMCA Safeguarding Children and Young People Policy at all times.

## Conditions of Employment

- Satisfactory completion and maintenance of a valid Working with Children Check/ equivalent
- Satisfactory completion and periodic repeating of a National Crime Check
- The position is subject to a six-month probation period.
- Have the ability to travel as required

Approved By	Phil Doorgachurn
Signature	
Position	National Executive Manager - Safeguarding
Date	26/08/2019