



We believe in the power of
inspired young people

Position Description

Position Title:	National Safeguarding Specialist (Early Years and Out of School Hours Care)
Contract:	Fixed Term till June 2023
Hours:	Full Time
Location:	Essendon Fields, Melbourne (flexible working available)

About the Y

The YMCA's of Australia (the Y) is a collective Movement that believes in the Power of Inspired Young People. The Y in Australia is a federated structure currently comprising 14 independent Associations (known as Member Y's) that collectively form the National Council of the YMCAs of Australia. The Y in Australia is part of the Global YMCA Movement in over 160 countries with over 176 years of history.

The Y in Australia operates a number of Programs and Services to children, young people, families and communities. The Y has four service lines in which we run our Programs, this includes Early Years, Out of School Hours Care, Sport and Recreation (including camping) and Youth Services.

Safeguarding is the Y's highest priority and in 2018, the Movement collectively established The National Safeguarding Unit (NSU). The NSU is a central team that supports our Member Y's to achieve our safeguarding vision where all Children and Young People can feel safe and be safe at the Y, in their families and within their communities.

Purpose of Position

The NSU are looking to appoint a National Safeguarding Specialist (Early Years and Out of School Hours Care) to provide and develop world class safeguarding policies, procedures, resources, guidance and training relevant to the Early Years and Out of School Hours Care sectors.

The National Safeguarding Specialist (Early Years and Out of School Hours Care) will contribute to achieving the [Y's Safeguarding Strategy](#) and ensure the [National Safeguarding Children and Young People Policy](#) is embedded throughout our culture.

The National Safeguarding Specialist (Early Years and Out of School Hours Care) will support each Member Association to embed our Safeguarding Framework by providing products, resources, guidance and training that keeps all children and young people safe. The role holder will ensure they stay abreast with international best practice and research to continually improve the Y's safeguarding practice in the Early Years and Out of School Hours Care Sectors.

Duties and Responsibilities

1. Contribute to achieving the Y's Safeguarding Strategy.
2. Supporting Member Y's to embed the Safeguarding Framework.
3. Co-design and develop national safeguarding policies and procedures.
4. Assess current and future safeguarding risks in Early Years and Out of School Hours Care and provide strategies to mitigate these risks.
5. Design, develop and publish safeguarding resources, guidance and templates in relation to the Early Years and Out of School Hours Care Sectors.
6. Design, develop and deliver safeguarding training for the Early Years and Out of School Hours Care Sectors.
7. Develop, implement and manage a community of practice in safeguarding for Early Years and Out of School Hours Care Sectors.
8. Engage with key stakeholders and peak bodies across the sector(s).
9. Support the National Safeguarding Risk Manager with advice and support on Early Years and Out of School Hour Care safeguarding issues.
10. Stay up to date and inform the Movement of all safeguarding legislation in the Early Years and Out of School Hours Care Sectors.
11. Design and develop briefings, newsletters and information specific to the Early Years and Out of School Hours Care Sectors.
12. Develop reports for the National Executive – Safeguarding Children and Young People and the Y Australia Board for safeguarding in the Y's Early Years and Out of School Hours Care Sectors.
13. Identify and manage research projects for the NSU in the Early Years and Out of School Hours Care Sectors.

Qualifications, Experiences and Skills

Desired qualifications:

Tertiary qualifications in youth services, social sciences, community development, education or relevant equivalent.

Desired experience:

Three (3) or more years of relevant safeguarding experience in the Early Years and/or Out of School Hours Care Sectors.

Professional skills and capability:

- Well-developed computer skills with experience and/or understanding of Microsoft Word, Excel, PowerPoint, Outlook;
- Experience with project management software is desirable;
- High level written communication skills;
- Able to ensure key deliverables are met within required timeframes;
- Able to manage competing priorities;
- Experience in stakeholder engagement;

- Previous experience in working to support Children and Young People in Early Years or Out of School Hours Care;
- Understanding of the importance of diversity and inclusion practices within organisations and the broader community;
- Passionate to empower Children and Young People and Adults to speak up against abuse or unsafe behaviours;
- Ability to work as part of a team and show professionalism; and
- Strong willingness to learn, support and advocate for Children and Young People.

Performance Goals

- Adept in working as part of a team and autonomously.
- Complete tasks in a timely and accurate manner.
- Ensure the NSU's work is Children and Young People informed.
- Maintain a thorough understanding of the YMCA Movement in Australia
- Be committed to continuous improvement in both self and the YMCA's development.
- Listen and be objective, responsive, and non-judgmental.
- Model and demonstrate the Y's values – to be heroic, creative and nurturing.

Safeguarding Children And Young People

- Declare anything you become aware of through the course of your engagement with the Y which a reasonable person would consider could impede your suitability to have contact with Children and Young People.
- Always act in the best interests of Children and Young People.
- Adhere to all policies and procedures relating to safeguarding Children and Young People and the Y Safe Behaviours.
- Update your details whenever these change, with the relevant department administering the Working with Children Check (or equivalent) in your state or territory, as required by applicable laws.
- Report any suspicions, concerns, allegations or disclosures of alleged child abuse or neglect in line with procedures.
- Participate in the required safeguarding Children and Young People training for your role.
- Any new program initiatives are to include consultation with Children and Young People, using the NSU's guidance and resources.
- Actively promote cultural safety for Children and Young People from Culturally and Linguistically Diverse backgrounds, Aboriginal and Torres Strait Islander people, LGBTQIA+ communities and those with disabilities.

HEALTH AND 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 Y with respect to legislative occupational health and safety requirements and the Y's Occupational Health and Safety Policy.
- Understand and work in accordance with the Y's Safeguarding Children and Young People Policy at all times.

Conditions of Employment

The successful applicant will be required to undertake a National Police Check (or International Police Check) and maintain a valid Working with Children Check whilst employed in this position.

Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or disease that might be affected by employment in this position.

APPROVAL AND ACKNOWLEDGEMENT

Date PD created:	01 December 2020
PD created by	Phil Doorgachurn National Executive Manager – Safeguarding Children and Young People

Participant - I have read, understood and accept the above requirements of this position description:

..... Employee Name
..... Date
Employee's Signature