

TRAINING AND SAFEGUARDING OFFICER

- **Temporary Contract Position – 10 months (flexible hours)**
- **Attractive salary**
- **CBD location**

About the company

As a significant employer in South Australia, The Catholic Archdiocese of Adelaide is a diverse member-based association which positively impacts the lives of its members through the development and delivery of human services related programs and offerings. With head office in the Adelaide CBD and multiple sites throughout South Australia, a challenging and rewarding opportunity is currently available to join this diverse organisation and play a critical role within the executive office.

About the role

Reporting to the Manager, Safeguarding Operations, the incumbent will be required to develop, coordinate and deliver training, together with the development of all associated training materials and publications relating to Safeguarding and Working with Children Checks. The role also incorporates the ongoing monitoring and reporting of compliance, in accordance with the Safe Environment for All framework, legislative and other national standards. The Training and Safeguarding Officer role is a pivotal contact point for location personnel, raising awareness by developing productive relationships within the community, bringing about cultural change across the organisation.

Duties

- Facilitating required training
- Assisting with the ongoing development of child-safe environments to ensure compliance with legislative and other national requirements.
- Contributing to the development of educational programs and guides created for the safety of all.
- Developing relationships with internal and external stakeholders
- Providing advice and guidance as it relates to the safety of children, young people and those who are vulnerable
- Contributing to the ongoing review of policies, procedures and processes

Skills & experience

- Experience in facilitating adult training
- Proven ability to apply principals for the purpose of safeguarding children and vulnerable adults
- Experience in policy and procedure implementation
- Ability to maintain a high level of confidentiality
- Ability to develop productive working relationships within the community
- High level of verbal and written communication skills
- High level of computer literacy skills
- Relevant experience in teaching, training or child protection

Culture & benefits

The Catholic Archdiocese of Adelaide boasts an enviable culture with strong staff retention and flexibility. Located in the CBD, an attractive remuneration package will be offered in line with the skills and experience required for a role. This is a truly unique opportunity to join an established and cohesive team.

For a copy of the position description, please contact recruitment@adelaide.catholic.org.au. To apply for this position, please include your latest Resume and a cover letter addressing the selection criteria to recruitment@adelaide.catholic.org.au. Applications close on Tuesday 17 December, unless otherwise filled.

Employment with the Catholic Archdiocese of Adelaide is conditional upon a successful Working with Children Check and successful reference checks.

The Catholic Archdiocese of Adelaide is an Equal Opportunity Employer and a Child Safe Organisation.