

POSITION DESCRIPTION



JOB TITLE Safeguarding Support Officer
JOB TYPE Full Time
EMPLOYER Catholic Diocese of Wollongong
DEPARTMENT Office of the Bishop (OOB): Office of Professional Standards and Safeguarding (OPSS)
ACCOUNTABLE TO Director, OPSS

Xavier Centre,
38 Harbour Street
(PO Box 1239)
Wollongong NSW 2500
www.dow.org.au

WHO WE ARE

The Catholic Diocese of Wollongong extends from the Macarthur in the north and Southern Highlands in the west, through the Illawarra and down to the Shoalhaven on the south coast of NSW. The Office of the Bishop exists to provide support to the Bishop of Wollongong in his mission of leading people into communion with God and each other. We perform this Gospel ministry of service by working together, using our personal and professional gifts.

Our Vision: To be Bearers of Christ's Love

Our Mission: As members of the Office of the Bishop, we support the bishop in carrying out his mandate received from Christ to teach, sanctify and govern by providing authentic, grace-filled and engaging opportunities for all people in the diocese and beyond to better know, love and serve God and their community..

Our Values: Catholicity, Ownership, Integrity, Growth, Excellence, Resilience, Collaboration

ABOUT THE ROLE

The Safeguarding (Project Support) Officer will be primarily responsible for overseeing the education and support projects of OPSS, and for providing administration support to assist with the legal, cases and project work of the team. The Safeguarding (Project Support) Officer will work closely with all members of the team to ensure that work is being completed efficiently and in accordance with established timelines. This role will also have the opportunity to work with a variety of stakeholders, including diocesan leadership, parish staff, survivors of abuse, and ministry workers. The Safeguarding (Project Support) Officer will be part of a team that assists the agencies and ministries in the Diocese to safely carry out the evangelising mission of making Jesus known and loved in the Illawarra, Macarthur, Shoalhaven and Southern Highlands.

WHY WE NEED YOU

As an organised, reliable and confident professional, we need your integrity, faith and capability to help us support agencies and ministries in the Diocese to ensure the safety of all.

YOUR RESPONSIBILITIES

The key responsibilities of the role will include:

- Administration and hospitality support for training, professional development and meetings.
- Organising professional development and training opportunities.
- Representing, welcoming and providing support on behalf of the office at professional development opportunities
- Case support - including scanning, redaction, collection and processing of documents.
- Electronic and hard copy file management.
- Assisting with administration and information collection needs of litigation, National Redress Scheme matters, and projects.
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- Assist with monitoring and court attendance of criminal matters.
- Developing safeguarding communications for diocesan workers.
- Providing safeguarding support to parish and ministries.
- Assisting with administration for compliance and audit projects.
- Assisting with risk assessments.
- Assisting with survivor engagement projects.
- Other relevant duties, as required.

YOUR RELATIONSHIPS

The Safeguarding (Project Support) Officer reports to the Safeguarding Coordinator and is accountable to the Director of Professional Standards and Safeguarding. In addition, you will work closely with:

- Members of the OPSS team;
- Director OPSS;
- Staff of the Office of the Bishop;
- Chief Operations Manager;
- Vicar General;
- Canonical Advisors;
- Survivors;
- Solicitors;
- Statutory Bodies;
- CEDoW;
- CatholicCare;
- Parish Priests and Parish Teams;
- Diocesan Ministry Teams;
- National OPSS teams.

YOUR SKILLS, EXPERIENCE AND QUALIFICATIONS

Ideally, you have:

- Experience in (or studying towards) a relevant role or field of work (administration, training, event management, paralegal, social work, law, compliance, child protection, safeguarding, risk management, etc.) **or** Relevant tertiary qualifications (social work, social science, psychology, law, criminology, training, risk management, or other relevant qualifications);
- Personal commitment to the ethos and values of the Catholic Church;
- Highly developed organisation and time management skills
- Excellent interpersonal skills and an ability to build relationships with team members, clergy, parishes, survivors and diocesan staff;
- Highly developed written and verbal communication skills;
- Attention to detail and a demonstrated ability to maintain a high level of confidentiality;
- The ability to work independently as well as in a team environment;
- Flexibility to work in an ever changing environment;
- High level of proficiency in the use of collaborative tools such as Google Docs, Office 365 and ZOOM.

CHECKS AND CLEARANCES

Appointments are subject to the following checks and clearances:

- Referee checks
- National Criminal History Record check
- Working with Children Check clearance

OTHER EMPLOYMENT CONDITIONS

- The hours of this role are 9am to 5pm, Monday to Friday. Part time applicants may be considered.
- Due to the nature of the role, on occasion, some weekend and after hours work may be required.
- This role is office based, with some travel to parishes and agencies required. The office is based in Wollongong.