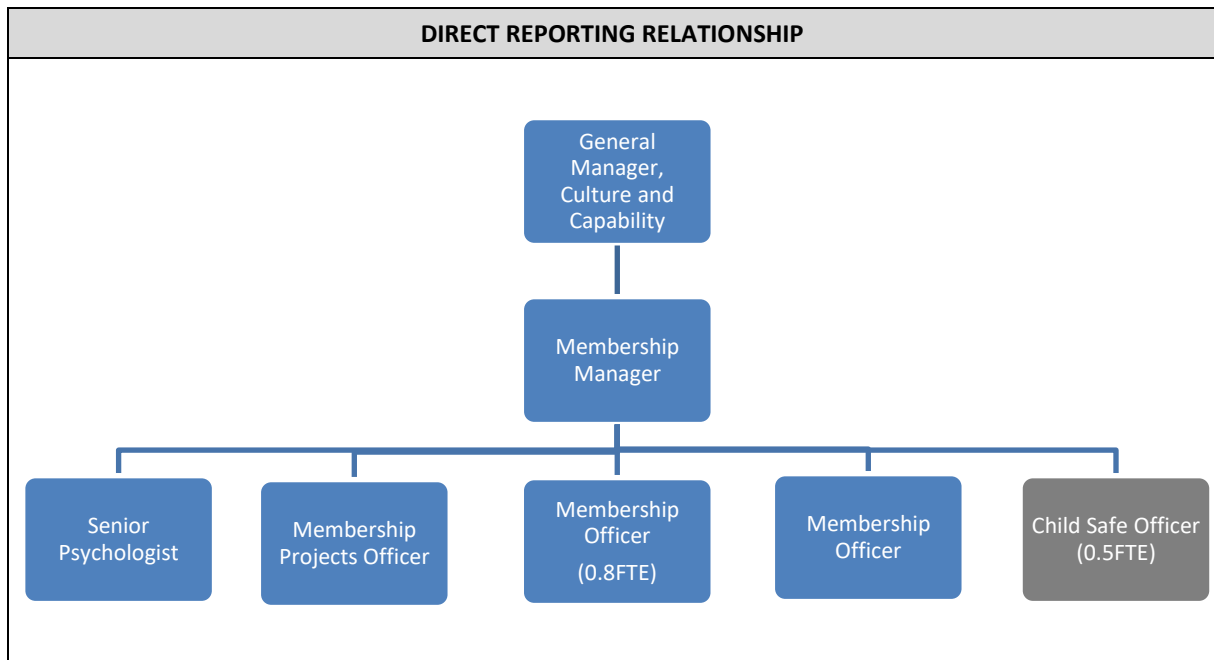


POSITION DESCRIPTION

POSITION	WORK LOCATION	POSITION DESCRIPTION COMPLETED
Child Safe Officer	Belrose	September 2023
REPORTS TO:	DIRECT REPORTS:	DEPARTMENT
Membership Manager	N/A	Culture and Capability

PURPOSE STATEMENT
<p>To work collaboratively with SLSNSW staff and volunteers to coordinate and monitor child safe policy and practice implementation. This role champions the NSW Child Safe Standards and assists Surf Life Saving NSW and its 129 clubs to work towards implementing these standards to create child safe organisations.</p>

SELECTION CRITERIA	
Essential	Desirable
<ul style="list-style-type: none"> Knowledge and understanding of the NSW Child Safe Standards. An ability to prioritise competing demands, meet deadlines and demonstrated attention to detail. Excellent written communication skills (e.g. experience writing resources, reports and meeting agendas and minutes). Excellent interpersonal, communication and consultation skills with both youth and adult audiences. Ability to plan and deliver presentations and short workshops. Demonstrated ability to build and maintain internal and external stakeholder relationships. An ability to prioritise competing demands and demonstrated attention to detail. Sound computer skills particularly Microsoft Word, PowerPoint, Excel and Outlook. Flexible attitude to work, possibly including some evening and/or weekend work. Valid NSW Working with Children Check (WWCC). 	<ul style="list-style-type: none"> Experience in a similar role in a volunteer-led sporting or community organisation. Ability to plan, deliver and evaluate projects.



KEY ROLE RESPONSIBILITIES	
Responsibility	Description of Responsibilities
SLSNSW Child Safe Action Plan	<ul style="list-style-type: none"> Work with the GM, Culture and Capability and the Membership Manager to monitor and coordinate the implementation of SLSNSW's Child Safe Action Plan. Plan and support the delivery of internal meetings and follow-up actions to achieve the above. Take ownership for the delivery of tasks and activities from the Child Safe Action Plan, including project coordination, resource development, stakeholder engagement and workshop delivery.
Club and Branch Support	<ul style="list-style-type: none"> Deliver presentations and workshops on the NSW Child Safe Standards to volunteers within SLSNSW's 129 clubs and 11 branches. Support clubs and branches to implement child safe practices by responding to enquiries and providing 1:1 support to volunteer child safe coordinators. Assist with the implementation of policies, procedures, tools and resources designed to support clubs and branches to be child safe.
Stakeholder Engagement	<ul style="list-style-type: none"> Build and develop relationships with internal and external stakeholders to achieve role purpose. Represent SLSNSW at external meetings, workshops and conferences as requested by the Membership Manager to learn from best practice across the sector. Work cooperatively within a team, exchange information and assist other team members to achieve team objectives and work outcomes. Keep up to date with best practice in child safety through personal research. Represent SLSNSW in a professional manner at all times.

CORE ACCOUNTABILITIES (ALL EMPLOYEES)	
Accountabilities	Key Performance Indicators (KPI's)
Work Health and Safety	<ul style="list-style-type: none"> • Demonstrates action taken in identifying hazards, assessing risk, and immediately report any injury, near miss and damaged equipment or any other hazard observed in the workplace • Demonstrates duty of care, considers own safety and the safety of others while at work • Reasonably complies with WHS guidelines and procedures, using protective clothing or equipment provided at all required times • Is fully aware of SLSNSW's safety procedures and expectations, and actively participates and contributes • Participates in the ongoing improvement of the SLSNSW WHS Policy and visibly and constantly supports its implementation • Practice and promote the SLSNSW Equal Employment Opportunity (EEO), Anti-Discrimination, Anti-Bullying and Harassment Policy by treating fellow employees and others fairly and equitably and without discrimination, harassment or bullying.
Organisational Culture	<ul style="list-style-type: none"> • Promotes and encourages personal growth and effective communication • Understands and supports the Code of Conduct, policies and procedures of the organisation • Continually contributes to and supports volunteers & employees, including Directors, Branches, Clubs & Members.
Leadership/Teamwork	<ul style="list-style-type: none"> • Supports the decisions of SLSNSW Board of Directors and SLSNSW Management • Displays willingness to assist others, shares knowledge openly, cooperates and supports the department • Receptive and open to feedback • Maintains a positive and constructive attitude that promotes confidence in those around them • Contributes to team meetings and promotes the exchange of information throughout the organisation • Regularly meets with Manager/ team to discuss performance, plans and current issues.
Continuous Improvement	<ul style="list-style-type: none"> • Exercises initiative in making improvements to work processes and outcomes • Always searches for better ways and strives for best practice • Embraces and adapts to change.

WORKING RELATIONSHIPS
<p>Internal – SLSNSW Staff; SLSNSW Branches; SLSNSW Clubs (particularly Child Safe Coordinators and Club Executive Officers).</p> <p>External – Includes, but not limited to: Office of Childrens Guardian, NSW Office of Sport, other sporting organisations.</p>

APPROVAL	
This position description has been reviewed and is considered to accurately reflect the requirements of the role and the organisation	
Chief Operating Officer SLSNSW	Date
Chief Executive Officer	Date
I have read and understood this document and agree to perform the duties and responsibilities as listed within the list	
Employee Name	
Employee Signature	Date