

Position Title:	Safe Ministry Adviser
Department:	General Managers Office
Location:	St Martin's House Ann Street, Brisbane CBD
Employment Status:	Part Time
Reports To:	Director of Professional Standards
Direct Reports:	
Key Relationships/Interactions:	Internal: Parishes, Anglican Schools Commission, Ministry Education Commission and Parishes and other Mission Agencies Commission and Community Services Commission
	External: Department of Child Safety, The Commissioner for Children and Young People, Members of the Community

Who We Are

The Anglican Church Southern Queensland (ACSQ) is one of 23 Dioceses that form the Anglican Church of Australia. ACSQ works to care for and improve the life of the community through our network of parishes, schools, education and care services (ECS), community services, ministry education, and social justice and advocacy. We operate 133 parishes, 14 schools, 18 ECS, a theological college and a significant number of residential community and social service programs.

ACSQ has three key spheres of operations: Diocesan Operations (parishes and other ministries, ministry education and supporting finance and other corporate services), Anglican Schools and ECS, and Community Services (Anglicare).

Our Vision

Flourishing faith communities: proclaiming and serving, worshipping and learning

Our Mission

The Mission of the Church is the Mission of Christ – to proclaim the good news of the kingdom of God.

- To teach, baptise and nurture new believers;
- To respond to human need by loving service;
- To seek to transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation;
- To strive to safeguard the integrity of creation and sustain and renew the life of the earth;
- To worship and celebrate the grace of God;
- And to live as one holy Catholic and apostolic Church.

Our Values

We aim to be:

- **Faithful** – steadfast in love for God and each other and steadfast in purpose to undertake God's mission
- **Imaginative and creative** – being intentional about reforming culture and traditions for God's world
- **Courageous** – to risk new things and where necessary to make bold decisions
- **Authentic** – being genuine and confident in living and speaking about what we believe as followers of Christ
- **Comprehensive** – being welcoming and respectful of a broad range of ideas, people, and approaches, and open to dialogue and learning

Position Statement / Overall Purpose:

This role's overall purpose is to assist the Director to:

1. design and implement policies and systems which provide and support a safe environment for children, young people and vulnerable persons in an institutional church setting.
2. design and implement systems for the screening of employees and volunteers in accordance with legislation and the Safe Ministry to Children Canon.
3. implement a program of auditing compliance with policies and systems which provide and support a safe environment.
4. implement programs to train clerical and lay people in safe ministry policies and procedures;
5. provide advice and support to the Diocese.
6. Manage persons of concern in accordance with policy.

The Safe Ministry Adviser will work in accordance with the values and ethos of the Anglican Church, the Code of Conduct and support the operations of the Church through its Commissions or Agencies by providing guidance and advice within this position's specialty area.

Position Specific Requirements & Qualifications:

1. Hold and maintain a current National Police Certificate (or ability to acquire)
2. Current Driver Licence & own reliable vehicle
3. Current Positive Notice (Blue Card) for Child Related Employment
4. Degree qualification in psychology, education, social work, legal or counselling

Key Selection Criteria:

- Experience in designing policy and systems for the safety of children, young people and vulnerable persons in an institutional setting.
- Good understanding of the legal, ethical and practical implementation of policies and systems which provide and support a safe environment.
- Good understanding of the ethos and governance of the Anglican Church.
- Advanced oral and written communication skills.
- Ability to effectively build and maintain key relationships with internal and external stakeholders.
- Registration in Queensland for disciplines to which registration applies is mandatory.
- At least 10 years' experience following graduation (desirable).
- Membership of the appropriate professional association (desirable).

Key Accountabilities and Responsibilities:

1. Accountability: Policy and Systems

Responsibilities:

1. Assist the Director to design and implement policies and systems which provide and support a safe environment for children, young people and vulnerable persons in an institutional setting.
2. Assist the Director to design and implement the Diocese's child and youth risk management strategy and implement a process to review it annually.
3. Work with statutory authorities including the Commissioner for Children and Young People, the Department of Child Safety, Blue Card Services and others.
4. Manage School and ECS Audits (including parish-based ECSs).
5. Manage three yearly PMC and MEC Audits.

6. Manage annual safe ministry self-assessments for Parishes, PMC and MEC.
7. Manage persons and agreements in accordance with policy.
8. Manage parish audits.
9. Assist administration officers with the follow up of persons not complying with safe ministry requirements.
10. Assist with responding to safe ministry queries.
11. Manage the screening of ordinands and deacons.
12. Manage the external consultant in the preparation and delivery of accountability group training for Parish Accountability Groups.
13. Assist the Director with:
 - preparation and delivery of Professional Ethics Training;
 - preparation and delivery of Child Protection Training;
 - preparation and delivery of safe ministry training to clergy and deacons;
 - screening of licenced persons.

2. Accountability: Screening

Responsibilities:

1. Design and implement systems for the screening of employees and volunteers in accordance with legislation, the Safe Ministry to Children Canon and good practice.
2. Ensure that all screening processes are followed and provide advice and assistance to the Assistant Registrar.
3. Ensure all lay workers for the Diocese have positive suitability notices and a register of lay workers is maintained.
4. Work with statutory authorities including the Commissioner for Children and Young People, the Department of Child Safety, Blue Card Services and others.
5. Advise and support parishes, schools and agencies.

3. Accountability: Auditing

Responsibilities:

1. Implement a program of auditing compliance with policies and systems which provide and support a safe environment.
2. Assist in ensuring that the results of audits are reported to Diocesan Council.
3. Assist and advise ministries of the Diocese in the implementation of audit recommendations.
4. Respond to audit requests from the General Synod Office and the auditor in respect of any audit under the Safe Ministry to Children Canon.

4. Accountability: Training

Responsibilities:

1. Implement programs to train clerical and lay people in safe ministry policies and procedures.
2. Keep appropriate records of training undertaken by church workers.
3. Assist and advise ministries of the Diocese in the implementation of training programs.

5. Accountability: Persons of Concern

Responsibilities:

1. Implement policies and procedures regarding the supervision of persons of concern in worship centres.

6. Accountability: External Relationships

Responsibilities:

1. **The Commissioner for Children and Young People** – Ensure ACSQ cooperates at all times with the Commissioner for Children and Young People and other agencies.
2. **Members of the Community/Congregation** – Provide support when called upon by community and congregation members.

7. Other Duties and Requirements

1. Perform such other functions and duties as may be determined by the Director of Professional Standards or the General Manager.
2. Undertake own work practices in a safe manner and comply with the instructions given for workplace health and safety within relevant Policies and Procedures;
3. Do not, during or after employment, disclose information relating to residents, clients and staff or damage the reputation, viability or profitability of the Anglican Church Southern Queensland;
4. Your responsibilities also extend to any tasks outlined on a duties list, or any other tasks delegated to you by your manager/supervisor, provided that those new job requirements are safe, efficient, relevant, legal and within your abilities.

Delegation of Authority:

- In accordance with the Delegations of Authority Policy.