



Safe Ministry Assurance Officer

- **Support strategic plan**
- **Encourage Safe Ministry practice**
- **Part-time role**

The Anglican Diocese of Newcastle (Diocese) supports the work of churches, schools and agencies in the Central Coast, Newcastle, Lake Macquarie, Maitland, Manning Valley and Upper Hunter.

Play a vital part in the governance and life of this well-known community serving organisation.

The Opportunity

Reporting to the Chief Operating Officer the Safe Ministry Assurance Officer works closely with the Bishop and the Director of Professional Standards, to coordinate projects to facilitate the Diocese' response to the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse including the coordination of a framework to assess and monitor safe ministry standards and practice within the Diocese.

The Safe Ministry Assurance Officer will develop, improve and implement policies and procedures to ensure the successful implementation of 'safe ministry' as an integral part of an overall health, safety and quality strategy. In addition to providing operational guidance around best practice, this role will conduct routine site inspections and audits to support the effective integration of Diocesan plans and safety management systems to meet operational requirements. The role also provides assistance to various clergy, volunteers and employees, and develops routine regulatory documents and assists stakeholders with corporate projects.

About You

You will have a successful track record providing administrative support within a demanding environment, ideally with demonstrated experience in identifying and implementing best practice initiatives.

Preferably, your skills and experience will include:

- 2 or more years' experience in compliance or safety field.
- Strong interpersonal skills, ability to communicate across a diverse and complex organisation.
- Strong problem-solving skills.
- High level of attention to detail.
- Excellent organisational and project management skills.
- Ability to build effective relationships with employees, volunteers and other stakeholders.
- Ability to communicate to a variety of audiences.
- A willingness to engage with the mission and ethos of the Anglican Church.
- A willingness to travel regularly.

The successful candidate will enjoy the opportunity to work within a culture that is excited about creating a healthy and positive future. The position offers competitive remuneration arrangements.

Contact Us

For a confidential discussion about this opportunity; please contact Linda Wilson on T: 02 4926 3733 or apply with your resume to ExecutiveTeam@newcastleanglican.org.au before 29 June 2018.