

# Multiple District Child Safety Officer

## POSITION STATEMENT

### Responsibilities

Responsible to the Council through the Legal Officer for the implementation and operation of the Child Safe Policy.

### Background

The Child Safe Policy governs the Multiple District approach to Child Safety. It applies particularly to the approved, Multiple District Programs of Youth Exchange, Youth of the Year and Leos (at the national level). The policy proposes the positions of Child Safety Office at Multiple District, District and Club levels, and the position of 'Club Counsellor' for clubs operating Youth Programs. It also proposes a position of Child Safety Officer for each of the three programs as indicated by the structure to the left.

The Club positions are recommended for establishment by clubs that are operating youth projects.

The role of Child Safety Officer is to ensure that legislative and regulatory requirements for the operation of child safe youth projects are met, that the Multiple District policy is delivered and to encourage the establishment of similar policies at District and Club level.

### Duties

- To ensure the Multiple District Working with Children's Register is current and accurate, covering members of Multiple District Committees and District Chairperson for Youth Exchange, Youth of the Year and Leos.
- To provide to the Lions Customer Service Officer, documentary evidence of Working with Children certification of members on the register for archiving.
- To implement and monitor the operation of the Child Safe Policy for Multiple District 201 of Lions Clubs International.
- To source and disseminate information through the Child Safety Structure on the current legislative and regulatory requirements for child safety in each jurisdiction that Lions Australia operates Youth projects.
- To assist with the training of Multiple District and District personnel in the operation of the Child Safe Policy.
- To refer and Child Safety complaints, issues or deficiencies to the Multiple District Executive for investigation.
- To assist, on request, the MD201 Executive to investigate Child Safety complaints.

### Structure

With respect to responsibilities under the control of the Multiple District, the position is supervised by the Multiple District Legal Officer. **The position holder will work closely with the MD201 Youth and Community Projects Chairperson to implement the Child Safe Policy.**

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# PERSON PROFILE

The Multiple District Child Safety Officer will have following experience, skills and personal attributes.

## Experience

- Experience in the regulation of policy, preferably relating to young people or youth services.
- Proven organisational ability and experience in delivering outcomes consistently and accurately.
- Excellent verbal and written communication skills.
- Experience in the operation of Multiple District approved Youth projects will be an advantage.
- Sensitivity to the environment of the Multiple District, particularly the diversity of approach within Districts.
- People management

## Skills

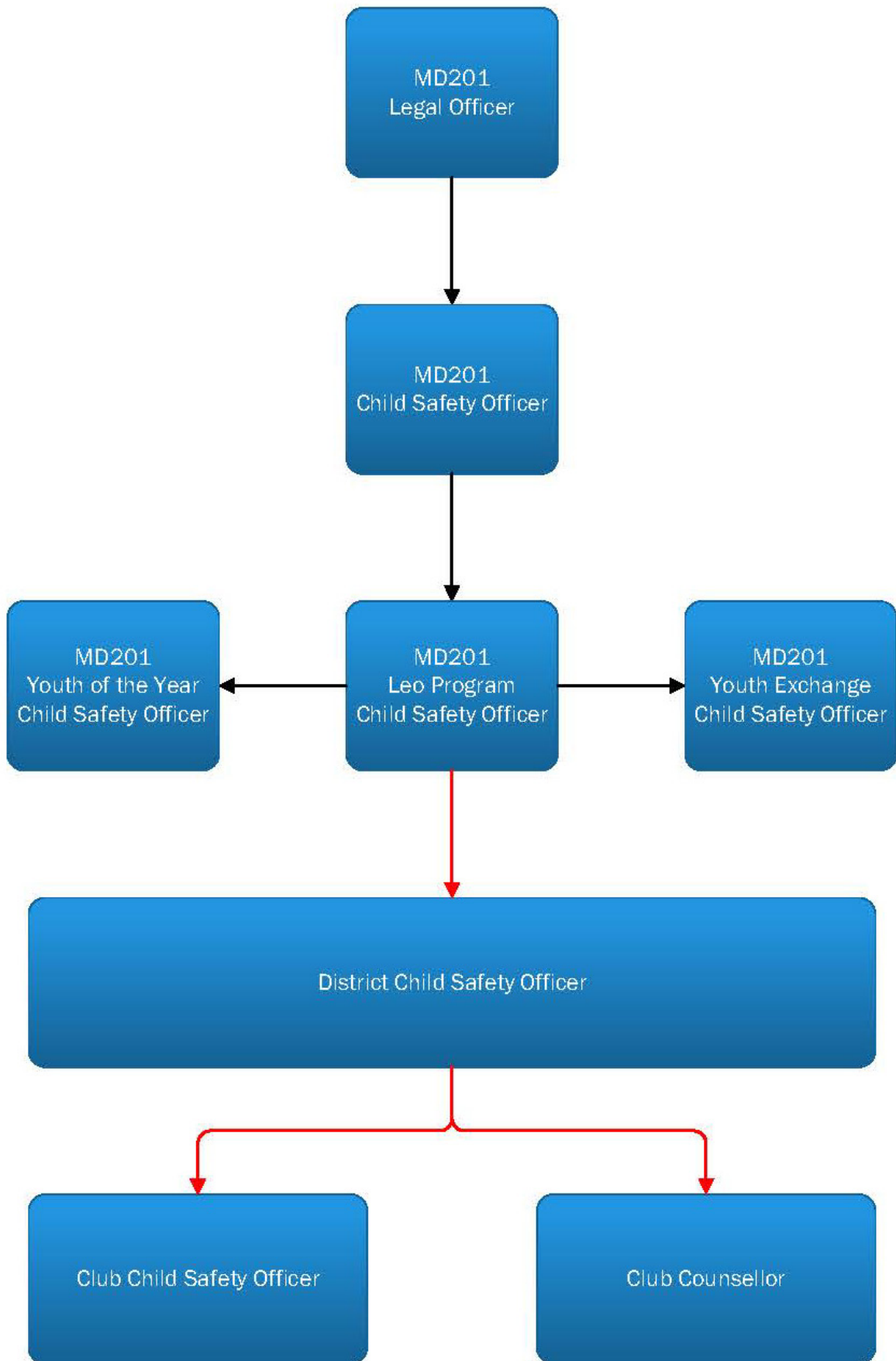
- Excellent computer skills, particularly using e-mail and MS Word (report writing)
- The ability to effectively use teleconferencing software.
- Highly developed leadership skills and organisational ability
- Ability to order priorities; set and meet deadlines.
- The ability to manage a complex, and geographically diverse team.
- The ability to maintain confidentiality at all times.

## Personal Attributes

- An empathetic and caring approach.
- Recognised leadership qualities with high personal integrity.
- Self-motivated person with the ability to manage the competing demands of various stakeholders.
- Capable of working with a range of people and willingness to listen to, and communicate with, members of other Committees.
- An optimistic and positive approach, and resilience in dealing with stakeholder demands.

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# Position Structure Diagram



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