

## Program Child Safe Officer

This position statement covers the three following positions:

- Leo Committee Child Safe Officer
- Youth Exchange Committee Child Safe Officer
- Youth of the Year Child Safe Officer

### Responsibilities

Responsible to the MD201 Child Safe 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 Safe Officer at Multiple District, District and Club levels, and the position of 'Youth Support Officer' for clubs operating Youth Programs. It also proposes a position of Child safe Officer for each of the three programs as indicated by the structure to the below.

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

The role of Child Safe 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 members of the Program Coordinating Committee and District Chairperson's hold a Working with Children's Check certification that is recorded in the Multiple District Working with Children's Register.
- To provide to the MD 201 Child Safe 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, with respect to the Youth Program covered by the position.
- To assist with the training of District and Committee personnel in the operation of the Child Safe Policy with respect to the Youth Program covered by this position
- To refer and Child Safety complaints, issues or deficiencies to the MD201 Child Safe Officer for review.
- To assist, on request, the MD201 Child Safety Officer to investigate Child Safety complaints.

# Position Statement

## Structure

With respect to responsibilities under the control of the Multiple District, the position is supervised by the MD201 Child Safe Officer. The position works with the Committee Chairperson of the relevant Committee (Youth of the Year, Youth Exchange, or Leos) to implement the Child Safe Policy.

## PERSON PROFILE

The Child Safe 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.
- Strong experience in the operation of project covered by the position.
- Sensitivity to the environment of the Multiple District, particularly the diversity of approach within Districts.
- People management

## Skills

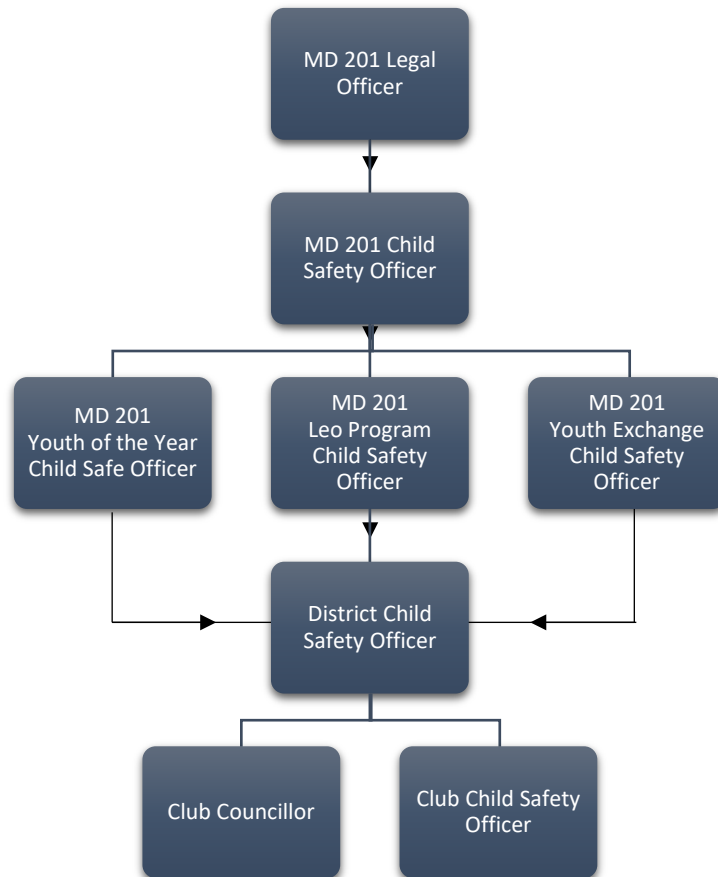
- Excellent computer skills, particularly using e-mail and MS Word (report writing)
- The ability to effectively use teleconferencing software.
- Highly developed leadership skills and organisational ability
- Ability to order priorities; set and meet deadlines.
- The ability to manage a complex, and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

# Position Statement

## Position Structure Diagram



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Author	Rob Oerlemans	Authorised by	Executive Officer