



MARONITE EPARCHY OF AUSTRALIA, NEW ZEALAND AND OCEANIA

Position Description

I. ROLE PROFILE

Position	Safeguarding Officer
Accountable to	Maronite Bishop of Australia via the Parish Priest
Working relationship	Vicar General Business Manager and In-House- Counsel Parish priests, employees and volunteers Maronite parish community others are required
Remuneration	Volunteer
Employer / Location	Parish <i>Trustees of the Roman Catholic Church for the Diocese of St Maron, Sydney</i>
Date	January 2023

II. POSITION PURPOSE

To perform duties as safeguarding officer for the purpose of protecting minors and adults at risk, in accordance with the relevant laws and the eparchial policies related thereto.

The role of the Parish Safeguarding Officer is to provide support, advice and information on all matters concerning the safeguarding of children and adults at risk in the parish.

III. FORMAL QUALIFICATIONS

No formal qualifications are essential. Relevant experience / expertise in the field is essential.

IV. OTHER REQUIREMENTS

1. Demonstrated commitment to Maronite Church, the Catholic ethos, and the teachings of the Catholic Church.
2. Loyalty to the magisterium of the Catholic Church and the Maronite hierarchy.

V. DESIRABLE SKILLS

1. Ability to read, write and speak English fluently;
2. Ability to understand Arabic;
3. Ability to adapt to procedural and environmental changes as necessary.

VI. KEY ACCOUNTABILITIES

1. Maintain absolute confidentiality in respect of all information relating to the Eparchy.
2. Ability to prepare documents and correspondence to internal and external stakeholders, as required.
3. Ability to manage tasks and meet deadlines.
4. Ability to manage and upkeep database of pledges as necessary.

VII. KEY RESPONSIBILITIES

The duties of the Parish Safeguarding Officer are as follows:

1. Understand Diocesan safeguarding policies and codes of conduct and the NSW, Victorian, and Australian Child Safe Standards
2. Raise the profile of safeguarding in the parish and report concerns to the Safeguarding Directors about the implementation of diocesan policies and code of conduct.
3. Assist the Parish to develop protocols to ensure that organisations which use parish premises to conduct children's activities are compliant with the Diocesan Working with Children Check and National Police Record Check Policy.
4. Provide assistance to parishioners in undertaking any training programs, for example, the online training module about protecting children and adults at risk.
5. Assist with proactive measures to safeguard children and adults at risk.
6. Assist in the parish audit of safeguarding practices and the management of the implementation of statutory/policy requirements such as Working with Children Check Cards.
7. Ensure that child protection is a standing agenda item at Parish Council meetings.
8. Liaise with the Diocesan Coordinator for Professional Standards in relation to all of the above duties.
Ensure the Risk Management Policy regularly identify, monitor, report, and review risks.
9. Encourage personnel to be proactive in identifying and mitigating physical and online risks to children and adults at risk.
10. Routinely monitor the online environment, reporting and responding to breaches of the Code of Conduct or safeguarding policies in accordance with the disciplinary, complaints handling or other relevant process.

VIII. Selection Criteria

The person appointed to this role should:

1. Be reliable, a good communicator, trustworthy and discreet.
2. Be a regular member of the parish community – not a paid employee.
3. Demonstrate a commitment to safeguarding children and adults at risk.
4. Have a knowledge of the principles of Towards Healing and Integrity in the Service of the Church.
5. Have a knowledge of diocesan policies and codes of conduct relating to minors and adults at risk.
6. Have an understanding of the legislative requirements relating to the reporting of child abuse.
7. Training in safeguarding and child protection will be provided.
8. The appointee will require a Working with Children Check Card and a Police Check.
9. The position is voluntary and is supported by the Coordinator for Professional Standards.
10. The position does not require a person to undertake investigations.
11. The appointment is for a period of two years.
12. Support and attend community activities and special events, as required,
13. Other duties as requested by the Parish Priest/Administrator or Dean and relevant delegates as necessary.

Prepared by: Sayed Issac
Business Manager and In-House Counsel

Approved by: Bishop Antoine-Charbel Tarabay
Maronite Bishop of Australia New Zealand and Oceania

Accepted by:

(Safeguarding officer)

