

Mission Australia

About us:	<p>Mission Australia is a non-denominational Christian organisation that has been helping people re gain their independence for over 155 years.</p> <p>We've learnt the paths to getting back independence are different for everyone. This informs how we help people, through early learning and youth services, family support and homelessness initiatives, employment and skills development, and affordable housing. Our nationwide team delivers different approaches, alongside our partners and everyday Australians who provide generous support.</p> <p>Together we stand with Australians in need, until they can stand for themselves.</p>
Purpose:	<p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.</p> <p><i>"Dear children, let us not love with words or speech but with actions and in truth." (1 John 3:18)</i></p>
Values:	Compassion Integrity Respect Perseverance Celebration
Goal:	To reduce homelessness and strengthen communities.

Position Details:

Position Title:	National Child and Youth Safe Lead (WA, NT, QLD)
Division:	Practice, Evidence and Impact
Reports to:	National Manager, Practice Quality – Practice, Evidence and Impact
Classification:	Non-Award
Position Purpose:	<p>The National Child and Youth Safe Lead is responsible for promoting child and youth safe best practices across Mission Australia nationally and reports to the National Manager, Practice Quality, which sits within the broader MA Practice, Evidence and Impact team. Key responsibilities of this role include:</p> <ul style="list-style-type: none"> • Delivering on the organisation-wide implementation of the Mission Australia child safe priorities and ensuring key outcomes are achieved. • Working alongside operational Child and Youth Safe Advocates to deliver strategies that embed child and youth safe best practices within states and territories. • Providing first point of contact for staff queries in relation to child and youth safe obligations and responsibilities. • Ensuring compliance with legislative, contractual and organisational child safe standards requirements, including compliance with the <i>National Principles for Child Safe Organisations</i>. • Working collaboratively with the broader team, state/territory Advocates and reporting on progress to the Child and Youth Safe Clinical and Care Committee and State Leaders for WA, NT and QLD.

Position Requirements (What are the key activities for the role?)

Key Result Area 1 – Coaching and Supporting State/Territory Child and Youth Safe Advocates	
Key tasks	Position holder is successful when
<p>The Child and Youth Safe Lead will:</p> <ul style="list-style-type: none"> Be responsible for the development and coaching of nominated state/territory Child and Youth Safe Advocates to drive child and youth safe best practices at the local level. Act as a role model by consistently displaying leadership behaviours that encourage collaborative, productive working relationships, with a strong focus on child and youth client outcomes. 	<ul style="list-style-type: none"> State/territory Child and Youth Safe Advocates are meeting or exceeding expectations, engaged in their role and making a positive contribution. Evidence of coaching and promotion of development opportunities can be observed. There is a demonstrated contribution to Practice, Evidence and Impact's culture of integrated, productive working relationships with Child and Youth Safe Advocates.
Key Result Area 2 – Embedding Child and Youth Safe Practices	
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> Promote a child safe, child friendly organisation culture in accordance with the <i>National Principles for Child Safe Organisations</i> and state/territory legislation. Coordinate the effective implementation of child and youth safe work plans to embed changes in practice, processes and behaviours by service delivery staff and managers within required time frames. Maintain and further develop the child and youth safe policy suite and supporting resources and support the effective implementation of key child safe policies and procedures within services. Support staff to manage allegations towards workers involving children and young people in accordance with policy and procedure. 	<ul style="list-style-type: none"> Child and youth safe practices are embedded within services and compliance and service performance improve through the position holder's guidance, support, provision of resources and collaboration with Advocates. All staff effectively implement key child and youth safe policies and procedures. Staff are supported to manage allegations towards workers concerning children and young people, in a timely manner and in accordance with legislative requirements and internal policy direction.
Key Result Area 3- Stakeholder Relationships	
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> Develop and maintain strong collaborative relationships with key business units and operational stakeholders to ensure child and youth safe priorities are embedded across the organisation. Manage stakeholder expectations, resulting in high level stakeholder satisfaction and engagement. 	<ul style="list-style-type: none"> Stakeholders report high levels of engagement and satisfaction with the work and professional relationship they have with the Child and Youth Safe Lead. MA has a positive profile within the sector in regard to child and youth safety and wellbeing.

<ul style="list-style-type: none"> Represent MA at relevant external stakeholder forums including meetings, interagency forums and communities of practice. 	
Key Result Area 4 - Accountability and Reporting	
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> Ensure the National Manager, Practice Quality has an accurate, timely and clear visibility of implementation activities. Respond to requests and provide reports on time and to a high standard. Ensure that emerging risks and issues are identified, escalated as required and effectively managed. 	<ul style="list-style-type: none"> Progress reports meet requirements and are delivered within agreed timeframes and to a quality standard. Risks and issues are identified, and appropriate mitigation and response strategies are developed and implemented.
Key Result Area 5 - Continuous Quality Improvement	
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> Maintain currency of knowledge of child and youth safe legislation, policy and sector initiatives and interpret their impact on MA. Implement monitoring and review strategies to ensure compliance and continuous quality improvement with child and youth safe practices. Utilise performance reporting to drive continuous quality improvement. 	<ul style="list-style-type: none"> Relevant MA stakeholders are informed of developments in the sector and are provided with recommendations and guidance to ensure compliance. Child and youth safe initiatives are compliant with external and internal requirements and aligned with the organisation's strategic priorities. Continuous quality improvement strategies are in place and are responsive to changing requirements and standards within the sector.

**Note-The duties listed in this position description may not be all encompassing. Employees may be required to perform other reasonable duties as requested.*

Work Health and Safety

Everyone is responsible for safety and must maintain:

- A safe working environment for themselves and others in the workplace
- Ensure required workplace health and safety actions are completed as required
- Participate in learning and development programs about workplace health and safety
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries

Purpose and Values

- Actively support Mission Australia's purpose and values
- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times
- Operate in line with Mission Australia policies and practices (e.g. financial, HR)
- Follow reasonable directions given by the company in relation to Work Health and Safety
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries
- Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards
- Actively support Mission Australia's Reconciliation Action Plan

Recruitment information

Qualification, knowledge, skills and experience required to do the role

- Relevant degree and substantial relevant experience
- Specialist knowledge gained through experience, education or training
- Appreciation of the long term goals of the organisation
- Detailed knowledge of Child Safe Organisation best practice
- Clear understanding of state and territory child protection legislation
- Demonstrated experience in managing or supporting staff to manage allegations towards workers involving children and young people, according to legislation and internal policy
- Demonstrated experience in developing and delivering training programs
- Strong conceptual and analytical skills
- The ability to work effectively with key stakeholders, including senior management, and achieve outcomes through influence
- Well-developed communication skills and attention to detail

Competencies

- Demonstrated experience in developing and delivering training programs
- Action oriented and takes accountability to achieve results in line with set timeframes
- Builds and maintains sustainable internal and external relationships
- Effective communication and active listening skills, demonstrating the ability to present information, decisions and reasons confidently, clearly and concisely selecting the appropriate medium
- Demonstrated experience working and collaborating effectively with others, ensuring key stakeholders are involved, sharing information and ensuring people are kept informed of progress, changes and issues
- Ability to deal effectively with ambiguity and complexity
- Demonstrated leadership skills with effective change management capabilities and experience in achieving outcomes through influence

Compliance checks required

Working with Children	<input checked="" type="checkbox"/>
National Police Check	<input checked="" type="checkbox"/>
Vulnerable People Check	<input checked="" type="checkbox"/>
Drivers Licence	<input checked="" type="checkbox"/>
Other (prescribe)	<input type="checkbox"/>

Approval

Manager name

Marion Bennett

Executive, Practice, Evidence and Impact

Approval date

June 2022