



## POSITION DESCRIPTION

### Manager of Safeguarding and Standards

POSITION DETAILS	
<b>Position title:</b>	Manager of Safeguarding & Standards
<b>Reports to (position title):</b>	National Director Governance
<b>Contract tenure:</b>	5 Year Contract + 5 years on review
<b>FTE:</b>	1.0 (Full-time)
<b>Team:</b>	EREA Governance Team
<b>Significant working relationships:</b>	<ul style="list-style-type: none"><li>• National Director Governance</li><li>• Director of Safeguarding (Professional Standards)</li><li>• Director Risk &amp; Assurance</li><li>• EREA National Leadership Team: National Directors Liberating Education, School Engagement, Governance and Stewardship; Directors of Schools; Chief Risk Officer</li><li>• EREA Board Child Safeguarding Committee</li><li>• Principals</li><li>• College/Flexi Network Leadership Teams</li><li>• Child Safety Officers in EREA schools</li><li>• External provider of Governance, Risk &amp; Compliance platforms - CompliSpace</li></ul>
<b>Expected level of contact with Children:</b> <i>(In accordance with Child Safeguarding Standards Framework)</i>	Casual Contact
<b>Location:</b>	Melbourne, Sydney or Brisbane
<b>Approved:</b>	March 2022

#### 1.0 Vision

Founded in values espoused in the Gospel, EREA seeks to transform the hearts and minds of young Australians through education to build a more just and inclusive local and global community through presence, compassion, and liberation.

#### 2.0 Mission

EREA offers a *Liberating Education*, based on a *Gospel Spirituality*, within an *Inclusive Community* committed to *Justice and Solidarity*.

#### 3.0 Organisational Purpose

EREA exists to support the development of creative and contemporary expressions of the charism of Blessed Edmund Rice in the schools' ministry as a mission of the Catholic Church.

EREA runs 31 mainstream schools, 22 Flexible Learning centres available for students who benefit from an alternative method of learning, and 2 special schools. We educate over 40,000 students and employ over 5,000 people across our network. We have schools in every Australian state and territory.



#### **4.0 Position Purpose**

The Manager Safeguarding and Standards will be part of the Governance Team, working closely with the Director of Safeguarding (Professional Standards). The purpose of the role is to promote a culture of child safety through the development of practical and legislatively compliant child safe policies and procedures and training. This role will partner with schools to monitor and support the implementation of the EREA Child Safeguarding policy suite, and to support a healthy school culture of child safeguarding.

#### **5.0 Key Responsibilities**

##### **5.1 Safeguarding Children**

- i.** enacting the implementation of the EREA child safety commitment and code of conduct that informs and guides a culture of child safety;
- ii.** developing, maintaining and supporting the application of safeguarding practices, policies, training and systems ensuring compliance with regulatory requirements aligned to the EREA child safety commitment;
- iii.** providing diligent oversight of child safety for EREA and Schools, including adherence to legislation, audit requirements and liaison with child safety agencies, including mandatory reporting;
- iv.** developing and providing safeguarding training to support the embedding of EREA's child safeguarding strategy;
- v.** supporting EREA employees in the implementation of the Child Information Sharing Scheme, Family Violence Information Sharing Scheme;
- vi.** building child safety knowledge and capability across EREA through targeted communication and resources;
- vii.** reporting to the National Director School Engagement and the Executive Director on the tracking and management of safeguarding related matters in EREA schools. Establish appropriate reports based on available data and to ensure compliance.

##### **5.2 Compliance**

- i.** keeping up to date with changing legislation and standards and take necessary steps to maintain compliance;
- ii.** proactively participating as a member of relevant networks and committees, including the EREA Board Child Safeguarding Committee;
- iii.** facilitating EREA Regional Child Safety Officer networks and ensuring network resources are updated;
- iv.** ensuring compliance with relevant legislation and all EREA policies and procedures;
- v.** responding to requests for information (RFI) as per the agreed protocol between EREA and partner organisations.

- 5.3** Other duties as they emerge and as requested by the National Director Governance or delegate. These additional duties will, in general, be mutually agreed by all parties.