



# Catholic Diocese of Sale

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## Diocesan Safeguarding Officer

*Permanent part-time role at 2.5 FTE based in Sion House in Warragul, a short walk from the Warragul Railway Station and a commutable distance from Melbourne.*

### About Us

The Diocese of Sale through its ministries and agencies is at the service of the people of God, proclaiming the Gospel of Jesus Christ in their communities and daily lives.

Presided over by the Bishop of Sale, the Diocese comprises around 128,000 Catholics and a wide variety of people, cultures, and ministries, providing services and support to twenty-seven parishes and forty-five schools through pastoral, educational, social welfare, and administrative support.

The Diocese has recently been externally audited by Australian Catholic Safeguarding Ltd against the National Catholic Child Safe Standards. The successful applicant will have a solid foundation to continue to foster the Diocesan culture of child safeguarding practice and the care of adults at risk.

### About the Role

As the Diocesan Safeguarding Officer, you will contribute to the development and continual improvement of our safeguarding procedures and policies in relation to the Diocese and its parishes.

### About You

As the Diocesan Safeguarding Officer, you will demonstrate the key selection criteria outlined in the Position Description, including but not limited to:

- A commitment to the ethos, values and mission of the Catholic Diocese of Sale.
- A commitment to and understanding of child protection and child safety issues.
- Strong organisational and communication skills including:
  - A demonstrated experience in analysing problems, identifying and initiating workable solutions, within the typical constraints of limited resources and skills in the organisation.
  - Effectively manage multiple priorities and deadlines to achieve desired outcomes whilst maintain attention to detail.
  - High level written, electronic and verbal communication skills with the ability to liaise efficiently and effectively with relevant Diocesan stakeholders.
  - Willingness to seek, listen to and act upon advice.
  - Sound ability to work through and find solutions to problems.
- Establish and maintain effective working relationships with internal and external stakeholders.
- A capacity to work independently with appropriate guidance.

## Applications

Including a cover letter and copy of your current Resume addressing the selection criteria and how your qualifications and skills align to the requirements of the Position Description should be forwarded to Mary Winter (Business Manager) by email [maryw@sale.catholic.org.au](mailto:maryw@sale.catholic.org.au) by 4pm 8 November 2024.

For further information and a copy of the Position Description relating to this position, contact Mary Winter by email [maryw@sale.catholic.org.au](mailto:maryw@sale.catholic.org.au) or by phone (03) 5622 6600.