

Position Description



YWCA CANBERRA

Position Information	
Position	Safeguarding Coordinator
Date approved	August 2025
Program	People and Capability
Supervisor	People and Capability Executive Director
Location	YWCA Canberra Central Office
Hours of work	30-38 hours per week
Salary	Grade 3 Level 4 of the YWCA Canberra Enterprise Agreement

General Conditions of Employment	
<ul style="list-style-type: none">• YWCA Canberra Enterprise Agreement 2023 - 2027• Appointment is subject to obtaining a satisfactory Working with Vulnerable People check and Working with Children Check at own cost• Appointment is subject to satisfactory National Police Check within the last 3 months.• Appointment is subject to satisfactory working rights in Australia• All YWCA Canberra policies and procedures will apply• Subject to a 6-month probation period	

Position Statement	
<p>The Safeguarding Coordinator is a designated individual within the organisation responsible for promoting and ensuring the safety and wellbeing of children, young people, and vulnerable adults. This role plays a critical part in providing recommendations to the executive and individual portfolios on practices to protect individuals from abuse, harm, or neglect and in ensuring that all safeguarding policies and procedures are effectively implemented and followed. Working across both Community Services and Children's Services this role will embed safeguarding practices, respond to concerns, and ensure compliance with relevant legislation and standards.</p>	

Responsibilities	
Policy and Compliance	<ul style="list-style-type: none">• Provide advice and make recommendations to the executive on contemporary best practice for child safety ensuring alignment with the National Principles for Child Safe Organisations and the ACT Child Safe Standards scheme• Ensure organisational compliance with all relevant safeguarding legislation, standards, and regulatory frameworks, including maintaining up-to-date knowledge of changes and emerging trends.

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	<ul style="list-style-type: none"> Where approved, develop, implement and review safeguarding policies and procedures to ensure they remain fit for purpose and child centered Lead child related investigations within YWCA Canberra investigation frameworks and in line with regulatory requirements Champion a culture of safeguarding across all levels of the organisation, embedding child safety principles into everyday practice and decision-making. Support the integration of safeguarding principles into broader Organisational policies, systems, and practices to ensure a holistic and consistent approach to child safety
Training	<ul style="list-style-type: none"> Deliver safeguarding training and induction for employees, students and volunteers across all Program areas Provide ongoing support and mentoring on safeguarding matters, including child safety and protection. Promote a culture of safety, accountability and continuous improvement with a learning culture across the organisation
Incident Management and reporting	<ul style="list-style-type: none"> Act as a first point of contact for safeguarding concerns or disclosures Manage and document safeguarding incidents, ensuring timely response Where directed and appropriate, liaise with external agencies (CECA, ACEQA, Workplace Ombudsman, Police, CYPS, NSW Department of Education) Support staff in responding to disclosures and managing risk appropriately.
Monitoring and Evaluation	<ul style="list-style-type: none"> Conduct regular audits and risk assessments to identify safeguarding vulnerabilities across programs and services Monitor safeguarding practices to ensure compliance with internal policies and external regulations Investigate safeguarding concerns and allegations in a timely, confidential and thorough manner, in line with Organisational procedures and legal obligations Maintain detailed records of investigations, outcomes and follow up actions Prepare reports and analysis for Executive management and the board to support continuous improvement in safeguarding practices.
Stakeholder Engagement	<ul style="list-style-type: none"> Work collaboratively with internal teams, including the Quality and Risk team to strengthen safeguarding systems Engage with families, community partners, and external stakeholders to promote child safety and wellbeing.

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Selection Criteria	
Qualifications	<ul style="list-style-type: none"> Tertiary qualification in Social Work, Psychology, Community Services, Education, or a related field.
Knowledge and Experience	<ul style="list-style-type: none"> Minimum 3 years' experience in a safeguarding, child protection, or welfare-related role. Strong understanding of child protection legislation, child safe standards, mandatory reporting, reportable conduct and safeguarding frameworks in Australia. Previous investigation experience including strong investigative writing skills and reports writing Experience in managing sensitive disclosures and conducting investigations Excellent communication, training, and interpersonal skills. Knowledge of trauma-informed practice and culturally safe approaches
Capabilities and Behaviours	<ul style="list-style-type: none"> Child-Centred Approach: Prioritises the safety and wellbeing of children and vulnerable individuals. Ethical Conduct: Maintains confidentiality, integrity, and professionalism. Collaborative: Works effectively with internal teams and external stakeholders. Analytical Thinking: Assesses risk and resolves safeguarding issues with sound judgment. Effective Communication: Engages clearly and compassionately with diverse audiences. Cultural Competence: Applies inclusive and culturally safe practices. Accountability: Delivers quality outcomes and takes ownership of responsibilities.
Other Requirements	<ul style="list-style-type: none"> Current Working with Vulnerable People and Working with Children Check (WWCC/WWVP) National Police Check Valid driver's licence Commitment to the organisation's values, mission, and child safe principles.

Authorisation			
Acknowledgement by Incumbent	Signature:	Date	Click here to enter a date.
	Name:		
Executive Director	Signature:	Date	Click here to enter a date.

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