



Anglican Diocese  
of the Northern Territory

### **Diocesan Safe Ministry Officer**

**Location: Darwin, CBD.**

The Diocesan Safe Ministry Officer (DSMO) is responsible for providing oversight and administrative support for the implementation of Diocesan Safe Ministry Prevention and response processes in keeping with the Diocese' legal, insurance and pastoral responsibilities. The DSMO is also responsible for providing a high level record keeping, providing advice and support to parish safe ministry administrators, liaising with church workers across the Diocese to ensure individual compliance, maintaining confidentiality, responding to enquiries about Safe Ministry processes and providing administrative support to professional standards and other safe ministry committees of the Diocese in a professional manner.

<b>Job Title:</b>	Diocesan Safe Ministry Officer
<b>Job Type:</b>	0.6
<b>Reports To:</b>	Registrar
<b>Staff Reporting to this Position:</b>	Voluntary Parish Safe Ministry Administrators

#### **Main Duties include, but are not limited to:**

- Perform a wide range of general clerical & secretarial duties.
- Maintain records, registers and databases, including verification of data prior to entry.
- Implement protocols to ensure ongoing compliance with Territory and church requirements and processes.
- Liaise with consultants to obtain risk management advice as needed.
- Communication of safe ministry related civil legislation, church ordinance, policy and protocol, including website administration of safe ministry page.
- Assist in the set up and communication regarding meetings and training events.
- Attend relevant committee meetings, including outside business hours, to provide secretarial and administrative support.
- Other administrative duties as directed to support the safe ministry processes Diocese of the Northern Territory.
- The right applicant may also be invited to train as a workshop presenter.

#### **Key Selection Criteria:**

- Demonstrated experience as an Administration Assistant, or similar role.
- Advanced knowledge of Microsoft Suite Applications, including evidence of experience with record keeping and maintaining databases.

- A high level of written communication skills and interpersonal skills, including the ability to communicate effectively, both verbally and in writing, with a diverse range of people.
- High level of organisation skills including the ability to prioritise work schedules.
- Demonstrated initiative, flexibility diplomacy and discretion.
- Strong understanding and commitment to confidentiality.
- Have an understanding and appreciation or willingness to understand of the Anglican Church of Australia.

**Special Conditions:**

- Valid Northern Territory Working with Children Clearance (Ochre Card).
- National Police Criminal History report (less than 3 months old) with acceptable outcome.
- Willingness to adhere to the Diocesan Code of Conduct: Faithfulness In Service.
- Be an active member of the Anglican Church or another Christian denomination.
- Although most work will be able to be completed flexibly in business hours, some flexibility will be required from time to time by negotiation.

**Performance Goals:**

- Complete tasks accurately and in a timely manner.
- Deal with others in a professional and courteous manner at all times.
- Maintain a safe work environment.

**Applications:**

Applications are to include a CV and a covering letter of no more than three pages. The Covering letter is to address the Key Selection Criteria above. It should also include the name and contact details of three referees, one of whom should be your Church Minister.

Applications are to be emailed to [admin@ntanglican.org.au](mailto:admin@ntanglican.org.au) , or addressed to:

Mrs Lea Pokley  
 Anglican Diocese of the Northern Territory  
 GPO Box 2950  
 Darwin NT 0801  
 Applications close 3<sup>rd</sup> June 2019.