



## Anglican Diocese of the Northern Territory

21<sup>st</sup> November 2021

### **Diocesan Safe Ministry Officer, located in Darwin**

- Important role assuring safe ministry in Anglican churches of the Northern Territory
- Based in Darwin CBD, part-time (0.5 full-time equivalent)
- Seeking candidates with strong organisational skills and attention to detail
- Remuneration \$35,000–\$40,000 plus 13% superannuation for 18.75 hours per week
- Flexible work arrangements

We are seeking a part-time Diocesan Safe Ministry Officer (DSMO), based in our small Darwin Office. The successful applicant will support 15 Christian ministry units across remote communities and urban areas of Northern Territory, including in culturally and linguistically diverse environments. Reporting to the Archdeacon, responsibilities will span three broad areas:

- Screening of clergy and laypersons as part of the Safe Ministry accreditation process;
- Supporting senior church leaders in implementing Safe Ministry protocols; and
- Support of Safe Ministry Training across the Diocese.

In addition, the DSMO also provides administration support to Safe Ministry policy advisory and internal disciplinary committees, which may require occasional work outside of regular working hours. This position would suit someone looking for some flexibility in their work arrangements.

The desirable qualities of the successful candidate would include strong pastoral skills, a commitment to maintaining confidentiality and an ability to organise tasks, priorities and records. Some experience in database management, computer literacy and risk management is required, supplemented by on-the-job training in Safe Ministry practices and cross-cultural communication. Experience in training and workshop facilitation would be advantageous. The successful candidate will have opportunity to use their initiative and drive to foster a safe ministry environment across the Diocese.

The successful applicant will be supportive of the ethos and practice of the Anglican Church of Australia and be able to demonstrate how that applies to the role.

Applications will be accepted only from candidates with an existing entitlement to work in Australia. To apply for the role, please send a one-page cover letter and your CV, which should contain three (3) references by email to [archdeacon@ntanglican.org.au](mailto:archdeacon@ntanglican.org.au). Requests for further information on the role or the Diocese generally may also be made by email to [archdeacon@ntanglican.org.au](mailto:archdeacon@ntanglican.org.au), 08 8941 7440 or at <https://www.ntanglican.org.au/>.

Applications close on Friday 14<sup>h</sup> October 2022.