

**National Council of Churches in Australia
National Coordinator – Safe Church Program
Information Package**

Background Information

The National Council of Churches in Australia

“The National Council of Churches in Australia gathers together in pilgrimage those churches and Christian communities which confess the Lord Jesus Christ as God and Saviour according to the scriptures and commit themselves to deepen their relationship with each other in order to express more visibly the unity willed by Christ for his Church, and to work together towards the fulfilment of their mission of common witness, proclamation and service, to the glory of the one God, Father, Son and Holy Spirit.” (NCCA Constitution, Basis)

The National Council of Churches in Australia (NCCA) is an ecumenical council of member Australian Christian Churches: the Anglican Church of Australia, the Antiochian Orthodox Church, the Armenian Apostolic Church, the Assyrian Church of the East, the Chinese Methodist Church, the Churches of Christ in Australia, the Congregational Federation of Australia, the Coptic Orthodox Church, the Greek Orthodox Church, the Indian Orthodox Church, the Lutheran Church of Australia, the Mar Thoma Church, the Religious Society of Friends, the Roman Catholic Church, the Romanian Orthodox Church, the Serbian Orthodox Church, the Syrian Orthodox Church, The Salvation Army, and the Uniting Church in Australia

The modern ecumenical movement began to take shape as the 19th century drew to a close. Initiatives among students and between church mission agencies led the way. This country saw the formation of the Australian Student Christian Movement (1896) and the National Missionary Council (1926).

Out of the devastation of World War II sprang the Australian Committee for the World Council of Churches (1946). This developed into the Australian Council of Churches which, in 1994, became the National Council of Churches in Australia.

The NCCA is its nineteen member churches in their commitment each to the others and all to the world for which Christ died. It works in collaboration with state ecumenical councils around Australia. It is an associate council of the World Council of Churches, a member of the Christian Conference of Asia and a partner of other national ecumenical bodies throughout the world.

Further information on the NCCA can be obtained from the website, www.ncca.org.au.

Overview of the NCCA – Safe Church Program

The Safe Church Program is an initiative of the National Council of Churches in Australia's and consists of the Safe Church Training Agreement (SCTA), Safe Church Network, and the Safe as Churches? Conferences.

The Safe Church Training Agreement (SCTA) facilitates quality, sustainable, accessible, safe church workshops for local church leaders. The SCTA is an initiative of the National Council of Churches in Australia (NCCA) with both NCCA and non-NCCA churches participating in the agreement.

The SCTA began operating in 2008 with 15 denominations, dioceses and organisations sending their church leaders (volunteers and paid) to nationally recognised Safe Church training workshops. NCCA-SCTA endorsed workshops are presented by SCTA members who become training partners.

The SCTA is a self-funded service operating within the structure of the NCCA, with both NCCA member churches and non-member churches as signatories (SCTA members).

The Safe Church Program administers the agreement. It operates the SCTA website, www.safechurches.org.au, designs, produces and provides training materials, coordinates SCTA events, coordinates the inter-church Safe Church training calendar, provides information on safe church issues, offers Safe Church consultations and provides resources for Safe Church strategy implementation.

There are currently 36 church organisations comprising the membership of the SCTA.

The Safe Church Network is committed to leadership so to ensure as far as possible that Australian Churches are physically, emotionally and spiritually safe for children and vulnerable adults. They provide guidance in safeguarding for churches and respond to requests from the NCCA executive.

The Safe as Churches Conference is a biennial conference that is run to provide professional development opportunities, support and network opportunities to those involved in safe church ministry.

Position Description

ACCOUNTABILITY

The NCCA Safe Church Program National Coordinator reports and is accountable to the General Secretary of the National Council of Churches in Australia.

DUTIES

Safe Church Training Agreement

- Co-ordinate and manage the Safe Church Training Agreement
- Develop and Implement a Business Plan within an approved budget
- Develop and market an audit service
- With a view to increasing its effectiveness , review and update the Agreement
- Monitor changes in State, Territory and Federal requirements for Working with Children and child protection and ensure that there are incorporated into the training workshops held under the Agreement
- Maintain relationships with relevant Federal, State and Territory departments and agencies.

Membership Relationships

- Consult with potential new members across all States and territories in Australia to determine their needs and the capacity of SCTA to support them
- Evaluate members' programs to ensure they meet SCTA standards
- Provide appropriate support to members as requested
- Act as a liaison between new and current members and the NCCA
- Increase the membership of the SCTA
- Maintain a database of members
- Ensure that membership invoices are issued in a timely manner and funds are collected

Training Program

- Regularly provide Presenter Training programs
- Ensure that the training calendar is kept current and updates
- Ensure that all records relating to the program are efficiently filed and easily accessed
- Maintain and update on a regular basis a SCTA Training Package that is available to all SCTA members.
- Review and update SCTA Standards to ensure they meet State, Territory and Federal legislative requirements

Safe Church Network

- Provide national feedback in relation to child protection and safe church matters
- Update the Network on progress of the Safe Church Training Agreement
- Assist in the work of the Network as instructed

Safe as Churches? Conference

- Assist in the development of the biennial Safe as Churches? Conference
- Provide organizational and administrative support to the conference

Resources

- Lead the provision and development of safe church resources
- Ensure that resources are kept up-to-date with relevant legislative changes
- Ensure that resources are easily available
- Provide support, advice and resources to state ecumenical bodies in relation to safe church and child protection matters

Staff

- Oversee and delegate tasks as appropriate to the Safe Church Program Officer
- Ensure that reporting staff have relevant professional development opportunities
- Provide feedback to staff for the development of the Program

SELECTION CRITERIA

Required

- Outstanding communication and inter-personal skills
- Demonstrated understanding of working in complex structures and relationships
- Proven ability to work within a team and ability to establish positive and collaborative relationship with other teams
- Proven ability to manage multiple tasks, meet deadlines and exercise judgment, discretion, confidentiality and initiative
- Demonstrated ability to liaise with a varied membership base
- Basic understanding of accounts and managing budgets
- Sound knowledge of MS Word, Access, Excel, PowerPoint, Outlook
- Proven ability to plan and prioritise work
- Ability to travel inter-state as and when required
- Authority to live and work in Australia
- Working with children's check
- Knowledge of Christian churches in Australia

Desired

- Experience in a safe church / child protection role
- Qualification in theology, or ministry
- Training and Assessment – Certificate IV or equivalent
- Knowledge of Adobe Creative Suite programs

MEASURES OF SUCCESS

- High level of satisfaction on the part of members of SCTA
- Continued growth in membership of SCTA
- Well- attended and received Safe as Churches? Conference
- Continuing positive relationships with government agencies
- Financial sustainability
- Positive relations with and support of the Safe Church Network