



## Position Description

**LOCATION:** Archdiocese of Wellington, 204 Thorndon Quay, Wellington  
**REPORTS TO:** The Archbishop of Wellington  
**RESPONSIBLE FOR:** Ensuring the safeguarding culture of the Archdiocese of Wellington which applies to volunteers, employees, religious, lay pastoral leaders and anyone in ministry which involves children or vulnerable adults.

### Position Overview

The Safeguarding Coordinator takes the lead in instituting a culture of safeguarding of children, young people, and vulnerable adults in the Archdiocese, through the implementation and oversight of a safeguarding programme for the Archdiocese. As part of this role the Safeguarding Coordinator works with the National Office for Professional Standards (NOPS) and other diocesan Safeguarding Coordinators on the national policy framework and programme, implementing it in the Archdiocese. The primary focus of the role is on Archdiocesan parishes and Archdiocesan organisations, excluding primary and secondary schools.

### Position Description

<p><b>Safeguarding Policy Framework</b></p>	<ul style="list-style-type: none"> <li>• Review and further develop the Safeguarding Plan based on the National Standards for creating and developing a safeguarding culture.</li> <li>• Work with NOPS and other diocesan safeguarding Coordinators on the national safeguarding policy framework as required.</li> <li>• Initiate a review of the Archdiocesan Child Protection Policy, involving relevant people, and make all Archdiocesan staff and clergy aware of its requirements.</li> <li>• Review related policies and determine if additional policies are needed</li> <li>• Ensure there is education and adoption of the national and Archdiocesan policies in parishes and affected Catholic organisations.</li> </ul>
<p><b>Formation and training</b></p>	<ul style="list-style-type: none"> <li>• Work with the National Office for Professional Standards (NOPS) and other dioceses on the implementation of the Safeguarding Programme in the Archdiocese of Wellington and nationally.</li> <li>• Develop a training framework for the Archdiocese around safeguarding.</li> <li>• Recruit and train a small group of people who can provide safeguarding training for volunteers in parishes who work with children, young people, and vulnerable adults in different parts of the</li> </ul>

	<p>Archdiocese. Provide training for new Archdiocesan staff as needed.</p>
<b>Community awareness of safeguarding</b>	<ul style="list-style-type: none"> <li>• Create a communications plan (including the use of Welcom and other communication channels) to raise general awareness of safeguarding in the Archdiocese.</li> </ul>
<b>Advice</b>	<ul style="list-style-type: none"> <li>• To provide advice to the Bishop on the implementation of the Safeguarding guidelines especially in relation to concerns raised about the possible abuse, disclosures of abuse and complaints of abuse.</li> <li>• To provide advice to the General Manager and other managers on Safeguarding issues, particularly safe recruitment, training and creating a safe environment for children, young people, and vulnerable adults.</li> </ul>
<b>Safeguarding management in parishes</b>	<ul style="list-style-type: none"> <li>• Continue the implementation of policies, procedures, and guidelines for safe recruitment, including role descriptions, vetting, and screening of volunteers in parishes.</li> <li>• Recruit, train, and support Safeguarding Administrators in parishes.</li> <li>• Oversee police vetting for the Archdiocese, including review of the policy and procedures to align with the requirements of the Children’s Act 2014.</li> <li>• Oversee Ministry of Justice Criminal Record checks as required.</li> <li>• Undertake risk assessment of activities with children and vulnerable adults including external groups using church property and providing safe use of technology.</li> </ul>
<b>Monitoring/Accountability</b>	<ul style="list-style-type: none"> <li>• Ensure the NOPS Self-Review is being carried out by all parishes, Archdiocesan work sites and Catholic entities in the Archdiocese using volunteers, providing assistance where needed.</li> <li>• Follow up on issues arising from Self-Reviews to ensure that safeguarding strategies are being implemented and outlining areas to be developed.</li> <li>• Work with NOPS to implement audit processes as required.</li> </ul>

**Essential Criteria**

- An understanding of, and commitment to, working in a way which respects the mission and values of the Archdiocese and the multi-cultural nature of the Catholic Church and the wider community in New Zealand.
- Display strong interpersonal skills, empathy, and the ability to communicate effectively with clergy and parish volunteers.
- The ability to manage self and organise workload effectively.
- A commitment to ongoing professional development and training.
- Excellent communication skills with the ability to relate to a wide range of people.
- Readiness to work under the leadership of the Archbishop.

**Highly Desirable Criteria**

- Experience in safeguarding/child protection
- A good working knowledge of the New Zealand legal, social work and healthcare structure and systems.

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**Archbishop of Wellington, Archdiocese of Wellington**

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**Safeguarding Coordinator**

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