

CHILD SAFEGUARDING COORDINATOR

JULY 2026

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POSITION SUMMARY

Location:	Hybrid – Parkville and WFH		
Functional area:	Office of the Chief Operating Officer		
Classification/ Salary:	Up to \$115,000 base pro rata commensurate with skills and experience + 12% super + access to \$15,900 NFP salary packaging		
Job level:	Level 3		
Reports to:	Head of Governance, Strategy and Risk.		
Employment type:	Part-time (0.6 FTE)		
Employment length:	12 months from commencement		
Direct reports	0	Indirect reports	0

POSITION PURPOSE STATEMENT

The Child Safeguarding Coordinator provides specialist advice, coordination and practical support to strengthen Orygen's approach to child safeguarding, child-safe practice and child safety obligations. The role is responsible for coordinating the implementation, monitoring and continuous improvement of child safeguarding policies, procedures, training, reporting and risk management processes across the organisation.

The role works collaboratively with teams across Orygen and under the direction of the Head of Governance, Strategy and Risk to support implementation of child safety requirements and embed practical child-safe approaches in day-to-day operations across Orygen.

About the Office of the Chief Operating Officer

The Office of the Chief Operating Officer supports the effective delivery of Orygen's whole-of-organisation operations and strategic priorities. The office has a broad organisational remit and works across functions to support coordinated planning, delivery and organisational effectiveness.

POSITION FOCUS

	Key responsibility area	Percentage
1	Child safeguarding advice, capability and child safety compliance support	30%

REVOLUTION IN MIND

2	Frameworks, guidance, documentation and child safety compliance processes	25%
3	Child safeguarding risk, reporting and assurance processes	20%
4	Child safeguarding implementation support and stakeholder coordination	20%
5	Other	5%

POSITION KEY RESPONSIBILITY AREAS

- 1. Child safeguarding advice, capability and child safety compliance support**
 - Coordinate and support implementation of child safeguarding and related child safety compliance initiatives, partnering closely with teams to identify gaps, strengthen practice and support timely action within resourcing, timeline and budget parameters.
 - Provide advice on issues relating to safeguarding the interests of children and young people.
 - Coordinate, deliver and maintain child safety training, capability building and practical resources for staff, volunteers and others working with Orygen.
 - Maintain internal technical knowledge including relevant Orygen safeguarding policies
 - Maintain external technical knowledge including relevant legislation, regulatory requirements, government policy settings and sector standards.
 - Support a culture of child safety, accountability and continuous improvement by working with teams to embed practical and effective safeguarding practices in day-to-day operations.
- 2. Frameworks, guidance, documentation and child safety compliance processes**
 - Maintain and continuously improve Orygen's Child Safeguarding Framework, tools and resources to support consistent practice and meet organisational requirements and community expectations.
 - Coordinate systems, documentation, registers and reporting processes for child safeguarding concerns, disclosures, actions and child safety compliance monitoring.
 - Apply continuous improvement principles to ensure all child safeguarding processes, policies, procedures, and documentation are reflective of current and best practice.
- 3. Child safeguarding risk, reporting and assurance processes**
 - Coordinate child safeguarding risk management tools and processes, and work with colleagues to identify, manage, escalate and reduce child safety risks.
 - Prepare regular reports, briefing materials and reporting inputs for the Head of Governance, Strategy and Risk on the status of the Child Safeguarding Framework, Child Safe Standards, action plans and key risks, and escalate issues, gaps and emerging concerns through appropriate governance channels.
- 4. Implementation support and stakeholder coordination**
 - Work closely with teams, including embedding within team environments where needed, to support implementation of child safeguarding practices in day-to-day settings and operations, in line with priorities and approaches led by the Head of Governance, Strategy and Risk.
 - Provide practical advice and support to colleagues on their obligations under Orygen's Child Safety and Wellbeing Policy, the Child Safe Standards and related child safety compliance requirements, and how to implement these within their own settings.
 - Support assurance activities by coordinating evidence, tracking actions and contributing to audits, reviews and other internal or external reporting requirements related to child safeguarding.
 - Manage relationships with internal and external stakeholders (i.e. external consultants).
- 5. General responsibilities**
 - Ensure expenditure on services are within budget guidelines.

- Maintain a safe environment and ensure staff and visitors to Orygen managed sites do not take unnecessary risks.
- Comply with and support others to comply with Orygen's policies and procedures, including taking appropriate action to hold others accountable and promote a workplace culture that is safe, diverse and inclusive.

EDUCATION / QUALIFICATIONS

Essential	• Relevant tertiary qualifications or equivalent experience in child safeguarding, child safety, social work, psychology, community services or a related field.
Experience / skills	• Demonstrated experience in child safeguarding, child safety and implementation of child-safe practice within service, community or organisational settings is essential. • Demonstrated experience applying child safeguarding and child safety requirements in practice. • Experience supporting implementation of child safeguarding standards, policies, procedures or child-safe practices across a complex organisation. • Experience coordinating child safety training, guidance materials, action plans and practical tools to support implementation and continuous improvement. • Ability to analyse issues, identify practical solutions and prepare clear, well-structured documents, reports and guidance materials. • Demonstrated ability to work collaboratively with stakeholders, manage competing priorities and support implementation across different teams. • Experience in developing, documenting, implementing and reviewing processes, policies and procedures.
Personal attributes	• Strong interpersonal and communication skills, including the ability to work collaboratively with a wide range of stakeholders. • Highly organised, with strong time management skills and the ability to manage competing priorities. • Sound judgement and a practical, solutions-focused approach to supporting implementation and resolving issues. • Ability to work independently and as part of a team in a dynamic environment. • Flexible, adaptable and responsive to changing organisational needs and priorities. • A commitment to improving the way services are delivered for young people and their families or carers.

KEY RELATIONSHIPS

Internal	• Head of Governance, Strategy and Risk • Chief of Board Governance, Planning and Performance • Senior leaders and managers across Orygen • People & Culture • Youth Participation team and advisory groups • Teams across Orygen
External	• External consultants, as required • Commission for Children and Young People (Victoria) and relevant external bodies

SPECIAL REQUIREMENTS

- Unrestricted right to live and work in Australia.
- A current National Police Check will be required.

- Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.
- You may be required to work across more than one of Orygen's sites, which are currently located within the north and west of Melbourne.
- A current Victorian driver's license is desirable.
- In line with government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required.
- Occasional out of hours, evening and/or weekend work may be required.

SAFETY, HEALTH AND WELLBEING RESPONSIBILITIES

Employees are required to comply with all workplace health, safety and wellbeing policies and procedures of Orygen.

In addition, employees are expected to:

- Promote and demonstrate Orygen's high standards in relation to health, safety and wellbeing, championing a culture of safety in the workplace.
- Take responsibility for their own safety, health and wellbeing and for their colleagues and others they work alongside, as far as they are able.
- Follow policies, training and guidelines related to Workplace health, safety and wellbeing, including reporting of unsafe work practices, incidents, hazards and near miss events.
- Be committed to promoting and protecting the safety and well-being of all children and young people and embedding safeguarding practices into all our programs and services.
- You may encounter sensitive information related to mental health as part of your work. Being aware of this and how it could affect you and planning accordingly is essential.

ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name	[insert name]
Signature	[insert signature]
Date	[insert date]