

# ROLE STATEMENT



<b>Role Title:</b>	Event Safety Coordinator
<b>Department/ Team:</b>	Support Hub, Mission Support
<b>Location:</b>	Any capital city SU office
<b>Reports to:</b>	Group Manager, Support Hub

## Scripture Union Australia's Vision & Mission

Scripture Union Australia (SUA) is an interdenominational Christian movement committed to providing Australian children, young people and families with opportunities to experience the transforming love of Jesus and to pursue a lifelong journey of discipleship.

SUA is part of the worldwide Scripture Union movement, a movement of Christians working with churches to make God's Good News known to children, young people and families and to encourage people of all ages to meet God daily through Bible reading and prayer ([scriptureunion.org.au](http://scriptureunion.org.au)).

SUA is a charitable 'limited by guarantee' not-for-profit organisation comprising more than 900 staff and thousands of volunteers, working with churches and serving in communities in all states and territories across Australia.

All SUA staff and volunteers are empowered and equipped to champion a child safe culture and are committed to the highest standards of safety and care in our work with children, young people and families.

## Purpose of Role

This role provides oversight and support to the organisation's Critical Incident Team (CIT) and local event safety best practice, program activity risk support and insurance claims support. Local events and programs include camps, missions, school and after school programs, community outreach events, fundraising, training and community events.

The Event Safety Coordinator will work collaboratively with the Group Manager, Support Hub, Zone Directors and Regional Managers to ensure timely communication with Team Leaders, as well reviewing current practices, processes and systems which support our people Involved with local events. The incumbent will work with the Equip team to ensure event training opportunities are available for employees and volunteers.

The incumbent will contribute to the nurturing of a child safe culture and working environment.

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<b>Key Relationships</b>	
<b>Primary Internal Relationships</b>	<ul style="list-style-type: none"><li>● Group Manager, Support Hub</li><li>● Support Hub</li><li>● Zone teams</li><li>● Risk and Compliance team</li></ul>
<b>Internal</b>	<ul style="list-style-type: none"><li>● Events Coordinator</li><li>● Camps Specialists</li><li>● Engage &amp; Equip team</li><li>● Mission Systems Team</li><li>● IT Team</li><li>● People Services Partnering team</li></ul>
<b>External</b>	<ul style="list-style-type: none"><li>● Insurance Providers</li><li>● Event Directors</li><li>● Team Leaders</li></ul>

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Key Accountabilities	
Accountability areas	Responsibilities
1. Spiritual leadership	<ul style="list-style-type: none"> <li>Contributing to the spiritual leadership and support for the Support Hub team</li> <li>Encouraging employees and volunteers through work and example to live a Christ centred life, committed to the Bible and prayer</li> <li>Seeking to follow Christ and his example in your relationships, decision-making and conduct</li> <li>Contributing to building a culture where our people consider themselves followers of Christ first and Christian leaders in their community/place of work second</li> <li>Encouraging our people to exhibit the fruit of the Spirit in their personal and work lives</li> </ul>
2. Oversight of Critical Incident Team	<ul style="list-style-type: none"> <li>Ensure the National CIT team is well trained and organised to provide a high level of service and support to Team Leaders and Zone teams across Australia</li> <li>Prepare CIT rosters and communicate to Team Leaders and Zone teams in a timely manner</li> <li>Coordinate initial incident response for reported incidents and provide low level advice on matters including incident and injury management, and compliance with legislative requirements</li> <li>Identify and escalate complex safety and risks matters to the relevant team for appropriate treatment</li> </ul>
3. Permission to Proceed (P2P)	<ul style="list-style-type: none"> <li>Monitor, report, evaluate our Permission to Proceed (P2P) Processes for camps and events</li> <li>Ensure training of Event Coordinators in Permission to Proceed processes</li> <li>Collaborate with Mission Systems team to contribute to the continuous improvement of systems that support P2P</li> <li>Develop and update Risk Management Plans for Events (Camps, Sports, Schoolies, Missions, fundraising, training)</li> </ul>
4. Manage centralised communication	<ul style="list-style-type: none"> <li>Ensure camps and events communication services to stakeholder groups are delivered professionally and within agreed quality and time parameters.</li> <li>Collaborate with zone teams and other internal stakeholders to develop communication plans and advice in the event of changes to compliance such as issued health directives</li> </ul>
5. Reporting	<ul style="list-style-type: none"> <li>Ensure incidents, data and records are maintained across SUA's recordkeeping practices</li> <li>Undertake analysis of reported incidents to uncover risks, identify trends and continuously drive a child safe culture within the zones</li> </ul>
6. Management of Program Activities Insurance Claims and Copyright Licences	<ul style="list-style-type: none"> <li>Manage support processes for insurance claims arising from ministry programs and activities</li> <li>Manage licence renewal and reporting for copyright licences for events such as CCLI</li> </ul>

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<p><b>7. Team contribution</b></p>	<ul style="list-style-type: none"> <li>● Contribute to the immediate team and the broader teams in SUA</li> <li>● Participate in SUA devotion activities including prayer retreats</li> <li>● Contribute at team meetings</li> <li>● Participate in wider organisation-based activities and learning opportunities</li> <li>● Demonstrate behaviour in line with a child safe culture</li> <li>● Comply with WHS requirements</li> <li>● Protect own health and safety</li> <li>● Protect the safety of others. Report hazards, risks and all incidents</li> </ul>
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<p><b>Qualifications and experience</b></p>
<ul style="list-style-type: none"> <li>● Minimum of three years experience in managing critical incidents and risk management</li> <li>● Tertiary qualifications in a related discipline preferred</li> </ul>

<p><b>Competencies</b></p>	
<p><b>Competency areas</b></p>	<p><b>Definitions</b></p>
<p><b>Technical / Professional</b></p>	<ul style="list-style-type: none"> <li>● Experience with relevant Risk Management platforms</li> <li>● Experience in preparing risk assessments for ministry activities and programs</li> <li>● Experience in facilitating training activities for people with risk responsibilities for ministry activities and programs</li> <li>● Experience with preparing information for insurance claims</li> </ul>
<p><b>Attention to detail</b></p>	<p>Accomplishing tasks, no matter how small, showing concern for all aspects of the job. Accurately checking processes and tasks. Ensuring others can rely on the accuracy of work completed by the incumbent.</p>
<p><b>Collaboration</b></p>	<p>Working effectively with others in the organisation (including fellow team members and people in other teams) to accomplish organisational goals and to identify and resolve problems.</p>
<p><b>Communication (verbal and written)</b></p>	<p>Using effective interpersonal skills to present ideas and views to individuals or groups (including nonverbal communication). Targeting presentations to the characteristics and needs of the audience (should the role require giving presentations). Expressing ideas clearly in any written format (memo, email, and letter) with correct spelling, grammar and structure.</p>
<p><b>Continuous improvement</b></p>	<p>Using initiative to identify and suggest improvements to processes and procedures. Analysing options for procedural improvements and documenting outcomes.</p>

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<b>Customer service</b>	Making efforts to listen to and understand stakeholders (both internal and external). Anticipating stakeholders' needs and giving high priority to stakeholder satisfaction.
<b>Problem solving</b>	Analysing problems effectively, evaluating alternative courses of action, exercising sound judgement and taking action in line with the level of authority of the role.
<b>Self-management</b>	<p>Managing one's own wellbeing and workplace behavior in order to contribute to a positive culture within SUA. This includes:</p> <ul style="list-style-type: none"> <li>• Maintaining and promoting social, ethical and organisational norms in line with a Christian ethos;</li> <li>• Taking actions that indicate a consideration for the feelings and needs of others; being aware of the impact of one's own behaviour;</li> <li>• Maintaining stable performance under pressure and managing one's own stress effectively;</li> <li>• Handling disappointment and/or rejection while maintaining effectiveness;</li> <li>• Demonstrating perseverance by staying with a plan of action until the desired objective is achieved or is no longer required; and</li> </ul> <p>Being open to change and willing to adapt to new directions; adapting working style to blend with changes; and articulating workplace concerns in a respectful and constructive manner.</p>
<b>Teamwork</b>	Active participation in team effectiveness. Taking actions that demonstrate consideration for the feelings and needs of others. Being aware of the effect of one's behaviour on others. Proactively developing relationships. Using appropriate interpersonal styles and methods to inspire, guide and persuade others toward goal achievement. Working independently to a high performance standard when required.
<b>Time management</b>	Organising one's own workload to prioritise tasks appropriately and meet deadlines. Adjusting personal work routines to complete tasks required by others when necessary. Considering other people's needs when determining the order of work to be completed. Being proactive.

## Additional Requirements

SUA requires that the incumbent to:

1. agree with, and agree to work under, the aims, beliefs and working principles of SU
2. be able to demonstrate a living and personal relationship with Jesus Christ
3. be able to show strong Christian character evidenced by servant leadership, valuing of people in general and marginalised people in particular
4. be a respectable member of a local Christian church we recognise
5. be in receipt of a current positive Working With Children Check for the purposes of child related employment
6. be willing to work under SUA's Staff Conduct and Behaviour Standards

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<b>Developed by</b>	Group Director, Mission Support
<b>Approved By</b>	Group Manager, People Services
<b>Effective Date</b>	November 2021