



Seventh-day
Adventist Church

South Pacific



JOB DESCRIPTION:

Position: **Adsafe Responsible Officer**

Organisation: **Local Church**

Revised: 4 May 2023

*The **Adsafe Responsible Officer** is the local church pastor, unless the church has sought approval from Adsafeto appoint an elder to the role. The **Adsafe Responsible Officer** is responsible to Adsafeto the Local Conference Adsafeto Responsible Officer, and the Local Church Board or equivalent.*

*The local church **Adsafe Responsible Officer** works together with the local church **Adsafe Compliance Assistant** to ensure that those in governance and child-related roles meet the Adsafeto requirements.*

*The **Adsafe Compliance Assistant** is accountable to the **Adsafe Responsible Officer**, and at the discretion of the local Church Board, may hold a seat on the Church Board.*

The Role:

The Role of the Adsafeto Responsible Officer is to:

1. Oversee the implementation of child and vulnerable person protection policies in the designated agency.
2. With the help of the **Adsafe Compliance Assistant**, undertake administrative tasks such as preparing compliance reports for Church Board and Business Meetings, and compiling lists of local church governance and child-related roles for the Church Board and for Adsafeto.
3. Notify Adsafeto of the approval of the policy and appointments of the **Adsafe Responsible Officer** and the **Adsafe Compliance Assistant**.
4. Annually assess, in consultation with Adsafeto and the Local Church Board or its equivalent, which church appointed roles are classified as child related.

5. On advice from the **Adsafe Compliance Assistant** stand down church officers who do not have a WWCC clearance, or have not completed or renewed Adsafes Awareness Training and re-signed any updated Code of Conduct.
6. Prior to the first Nominating Committee meeting for the year provide a list of active church members to the Adsafes Risk Management & Investigations team for screening.
7. Provide the list of approved potential officers to the Nominating Committee at their first meeting.
8. Receive notifications of failed or interim failed clearances for appointed officers from the **Adsafe Compliance Assistant** or the government clearance agency. Notify Adsafes and seek advice. Discuss the matter with the officer and temporarily stand the officer down from child related roles until the matter is finalised.
9. Notify Adsafes of any change of working with children status of church officers and seek advice.
10. Receive disclosures of alleged abuse and seek advice from Adsafes.

Adsafe Contacts:

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Business hours: 8:30 – 5:00 Monday to Thursday
8:30 – 12:30 Friday