



Member Protection Officer

Position Description

Overview

The Member Protection Officer is primarily responsible for ensuring that members and particularly children are safe, included, encouraged and supported when participating in Club activities.

Core Responsibilities

- Manage the Club's efforts to comply with Australian Cricket's Child Safety Framework.
- Communicate and promote within the club: -
 - Australian Cricket's Policy for Safeguarding Children and Young People.
 - Australian Cricket's Looking After Our Kids Code of Behaviour.
 - Australian Cricket's Commitment to Safeguarding Children and Young People.
- Ensure all personnel supervising children hold current Working With Children Checks.
- Implement and monitor human resources practices that reduce risk of child abuse by new and existing personnel.
- Implement and promote process for reporting and responding to suspected child abuse.
- Implement strategies to identify and reduce or remove risks of child abuse.
- Implement strategies to promote participation and empowerment of children.
- Act as the first point of contact for all Safeguarding Children and Young People Matters.
- Ensure all complaints, allegations and suspicion of Child Abuse, Bullying, Harassment or other inappropriate conduct such as Grooming are reported to the Police and Cricket Victoria.

Additional Responsibilities

- Report on activities to the Executive Committee via the Administration Portfolio Manager.
- Train, mentor and support an incoming Member Protection Officer.

Knowledge and Skills Required

- Understand Australian Cricket's Child Safety Framework.
- Basic knowledge of different forms of abuse that can occur.
- Knowledge and awareness of reporting requirements.
- Understand Club Privacy Policy and Social Media Policy.

Personal Qualities

- Discretion.

Qualifications

- Required - Hold a Working With Children Check.
- Required - Completion of Play by the Rules Child Protection Course.
- Preferred - Member Protection Information Officers online training.

Expected Time Requirement



Member Protection Officer

Position Description

Approximately 20 hours per annum.