



Sample Role descriptions

C/2.1.2.1

Purpose

Provides guidance to develop position descriptions for roles across all activities and programs of the Church which comply with the [Safe Church Policy](#) and the Synod [Wide Blue Card Policy](#). Complements the [Managing People](#) procedure.

Scope

Applies to all congregations, faith communities and presbyteries of the Church.

Inclusion and support

Please let us know how we can work together better, to ensure everyone can connect, contribute, and belong. Ph 07 3377 9983 or safechurch@ucaqld.com.au

Instructions

All roles **must**:

- identify whether the role requires a valid linked blue card or exemption card,
- must be accompanied by a copy of the Statement of Personal Commitment; or the Junior Statement of Personal Commitment (suitable for use by all junior leaders or junior workers from the age of 12 years).

Mandatory requirements of all roles

- 1.1. Uphold the aims and values of the Church and abide by the Safe Church Policy and processes.
- 1.2. Demonstrate commitment to the safety and care of all people
- 1.3. Participate willingly in the screening and appointment process.
- 1.4. Abide by the code of conduct including the signing of the Statement of Personal Commitment annually.
- 1.5. Comply with the Safe Church Training Procedure, completing all required training for your role, within the set timeframes.
- 1.6. Fulfill your duty of care by always following the Mandatory Reporting Process for Lay Preachers and Lay Workers and reporting boundary violations, breaches of behaviour, grooming, suspected abuse, or neglect.
- 1.7. Comply with the Synod Wide Blue Card Policy and inform the Church Council of any changes to the status of the blue card. This role **requires / does not require** you to hold a valid linked blue card or exemption card.

Example role descriptions

2. Coordinator

- 2.1. The role description must include each of the mandatory role requirements in *Section 1*.
- 2.2. Assist the Church Council (as appointed and delegated by the Church Council) in the oversight of a range of activities or programs within the Church.



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- 2.3. Duties may also include:
 - 2.3.1. Screening leaders and helpers for approval and appointment by the Church Council.
 - 2.3.2. Reviewing and approving plans for upcoming activities including activities with young and vulnerable people.
 - 2.3.3. Maintaining registers and records, including a breach register.
 - 2.3.4. Facilitating training opportunities.
 - 2.3.5. Providing support and guidance to team leaders and volunteers, including completing a New Starter Check-in with all new workers (paid and volunteer) or workers changing roles, and completing an Annual Well-Being Check-in with all workers (paid and volunteer).

3. Leader, Team Leader

- 3.1. The role description must include each of the mandatory role requirements in *Section 1*.
- 3.2. Under the appointment of the Church Council, oversee the running of specific activities or programs.
- 3.3. Duties primarily include:
 - 3.3.1. Completing risk assessments and submitting activity/program plans for approval by the Coordinator or Church Council delegate (as per local delegations from the Church Council).
 - 3.3.2. Providing information, support, and guidance to team members, so that they can work within the approved plans, and conduct safe activities.
 - 3.3.3. Monitoring programs or activities to ensure the safety of participants and leaders.
 - 3.3.4. Ensuring that approved processes are followed and prioritising the safety of participants and anyone young and vulnerable in response to incidents, critical incidents, disclosures of abuse or harm.

4. Volunteer, Worker (paid and volunteer)

- 4.1. The role description must include each of the mandatory role requirements in *Section 1*.
- 4.2. Under the appointment of the Church Council, assist with the running of specific activities/programs.
- 4.3. Duties primarily include:
 - 4.3.1. Assisting with the process of planning, risk assessment and information sharing, as required.
 - 4.3.2. Being aware of what is planned for the activity or program and what is expected of their role.
 - 4.3.3. Working within what was agreed in the approved activity or program plan and following instruction from the team leader.
 - 4.3.4. Providing support to other team members.
 - 4.3.5. Being aware of what is happening during the program or activity to ensure the safety of participants and leaders.
 - 4.3.6. Prioritising the safety of participants and anyone young and vulnerable in the event of incidents, critical incidents, disclosures of abuse or harm, and following approved reporting processes.

5. Junior Worker or Junior Leader (or 'Church Helper')

- 5.1. Refer to the document Managing People.
- 5.2. Under the appointment of the Church Council, assist adult leaders to conduct specific activities or programs. The role must include numbers 1.1 to 1.4 of the mandatory requirements for all roles.
- 5.3. Junior helpers and Junior leaders' duties primarily include:
 - 5.3.1. Knowing what tasks, they have been asked to do.
 - 5.3.2. Preparing and being capable for what is planned.
 - 5.3.3. Letting the team leader know if they are not able to do what has been asked of them.
 - 5.3.4. Reporting to the team leader if they notice that something is not right.

6. Designated Driver

- 6.1. The role description must include each of the mandatory role requirements in *Section 1*.



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- 6.2. Under the appointment of the Church Council, provide transport during specific activities or programs, as part of that activity or program.
- 6.3. Drivers must:
- 6.3.1. Hold a current and appropriate open driver's license for the type of vehicle they are driving.
 - 6.3.2. Remain sober and refrain from consumption of harmful or illicit drugs, alcohol, and cigarettes, ensuring that transport activities are drug, alcohol, and cigarette free.
 - 6.3.3. Use a registered insured and roadworthy vehicle.
 - 6.3.4. Ensure all people in the vehicle are correctly restrained.
 - 6.3.5. Never be alone in a vehicle with a child or children.
 - 6.3.6. Provide relevant information by completing the Driver Information Form. For information about child restraints, see: tmr.qld.gov.au/Safety/Driver-guide/Child-restraints/Child-restraint-laws.aspx
- 6.4. Transporting children: The role description **must** include number 1.7 in their role description.
- 6.5. All of the above apply, with the addition that the driver **must**:
- 6.5.1. Also hold a valid linked blue card; and
 - 6.5.2. Observe the required ration of leaders to children; and
 - 6.5.3. **Never** be alone in a vehicle with a child or children.

7. First Aid Officer

- 7.1. The role description must include each of the mandatory role requirements in *Section 1*.
- 7.2. Hold as a minimum, a current Senior First Aid Certificate, and a valid linked blue card or exemption card.
- 7.3. Duties primarily include:
- 7.3.1. Be available to perform first aid activities for children as well as adults.
 - 7.3.2. Document all first aid treatment on an Incident Report Form.
 - 7.3.3. Keep emergency contact numbers and the Poisons Information Hotline number (131 126) with the first aid kit.
 - 7.3.4. Maintain a fully stocked and current first aid kit which is readily available for all activities.
 - 7.3.5. For rural and remote areas, or for any rural outdoor activities, maintain a fully stocked and current snakebite kit.

Information and support

Information and support can be obtained from the Safe Church Assurance and Support Officer on 07 3377 9833 or safechurch@ucaqld.com.au

Most training materials are now available online, using the Synod's Learning Management System (LMS) [edUCate](#). For information or support to access online training, please contact the Learning and Development Team: 07 3377 9734 or learning@ucaqld.com.au

Revisions

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Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
4.0	16.05.2024	General Manager Risk and Safeguarding	16.05.2024	General Manager Risk and Safeguarding	Safe Church, Support and Assurance Officer
Next scheduled review		16.05.2027			