

<b>Job Title:</b>	<b>CVE Field Officer</b>	<b>Job Category:</b>	Religious
<b>Department:</b>	Christian Values Education	<b>Travel Required:</b>	Yes – access to a car when necessary
<b>Location:</b>	Head Office	<b>Salary Packaging:</b>	Yes
<b>Reports to:</b>	CVE Team Leader	<b>HR Contact:</b>	Human Resources Officer
<b>Supervision:</b>	The employee is subject to monthly supervision and periodic reviews.		
<b>Roles and Responsibilities</b>			
The CVE Field Officer will provide access to quality Christian Values Education programs to existing and new schools through delivery of key CVE objectives as outlined by the CVE Team Leader in the Term plan.			
<b>Expected Outcomes</b>			
<b>Key Result Area</b>	<b>Key Actions</b>		
Existing School Support	<ul style="list-style-type: none"> <li>• Monitor the quality of the program provided and troubleshoot to ensure a quality service by working collaboratively with:               <ul style="list-style-type: none"> <li>○ School representatives (eg. Principals)</li> <li>○ CVE convenors</li> <li>○ Other volunteers and stakeholders as required</li> </ul> </li> <li>• Ensure volunteers are well equipped through providing program delivery, including compliance requirements and training (as required)</li> </ul>		
New School Development	<ul style="list-style-type: none"> <li>• Promote CVE programs in the schools identified in your region using a Church Centred Model by:               <ul style="list-style-type: none"> <li>○ Face to face meetings with appropriate school representatives to present program features and benefits</li> <li>○ Identifying key stakeholders to set up and establish the program including recruitment, support, and training of volunteers</li> </ul> </li> <li>• Facilitating communication through to commitment for new schools</li> </ul>		
Local Relationships	<ul style="list-style-type: none"> <li>• Strengthen relationships with external stakeholders (Churches and YouthCARE Councils) to support the work of CVE in our Church Centred Model to:               <ul style="list-style-type: none"> <li>○ Promote the work of CVE</li> <li>○ Recruit quality potential volunteers</li> </ul> </li> </ul>		
Supervision and Administration	<ul style="list-style-type: none"> <li>• Actively engage in supervision with line manager</li> <li>• Participate in required training activities, meetings and programs</li> <li>• Complete reporting requirements in a timely manner</li> </ul>		
<b>Selection Criteria</b>			
<b>Role Requirements</b>			
<ul style="list-style-type: none"> <li>• A recognised qualification in Education, Ministry or an equivalent field;</li> <li>• Possession of or the ability to obtain a Working with Children Check and CrimTrac;</li> <li>• Must be able to support the Christian mission and vision of YouthCARE and must be actively engaged in the life of a Christian church and denomination that affirms the triune Godhead of Father, Son and Holy Spirit and is a member or associate church of YouthCARE;</li> <li>• The possession of a current valid driver's license and the availability to travel, and</li> <li>• The ability to meet YouthCARE's insurance requirement of not having been refused insurance coverage in the last five years and not having an insurance claim refused in the last five years.</li> </ul>			
<b>Essential Skills/Experience</b>			
<ul style="list-style-type: none"> <li>• Experience in management, supervision and/or pastoral care;</li> </ul>			

- Experience in delivery of training and ongoing support;
- Experience in building mutually beneficial relationships and partnerships with stakeholders;
- Strong administration and organisational skills and proficiency in Microsoft Office;
- Excellent verbal and written communication and proficiency in public speaking;

**Desirable Skills/Experience**

- Experience working with volunteers
- Experience working in an state school environment

Reviewed By:	Katie Sargent	Date:	October 2017
Approved By:	Michael Norman	Date:	October 2017