

## LF Children and Youth Admin Officer Role Description

The LF Children and Youth Admin Officer manages the compliance of the LF Kids and LF Youth departments by developing, updating and implementing systems which ensure the safety and well being of all children and youth members of Living Faith. The position reports to the Senior Pastor of Living Faith.

### Special Conditions

This position must be held by someone who is a member of Living Faith, or who is eligible and willing to become a member.

### Character

The LF Children and Youth Admin Officer will be someone who upholds the values of Living Faith. They are able to establish strong working relationships with people. They will have:

- A solid, strong relationship with Jesus
- Integrity and resilience
- Team spirit
- Responsible and proactive approach
- Heart of a servant leader, able to excel at both the leadership and administration aspects of the role.

### Duties

The LF Children and Youth Admin Officer duties include:

- Manage the systems and processes which track and manage the compliance of team members, helping the LF Children and Youth Pastors ensure all staff maintain screening clearances and training certifications required.
- Report to the senior pastor on compliance and department progress.
- Create and maintain the relevant systems for the smooth running of the department, in particular, Child Safety and other legal requirements for working with children.
- Manage a database of the children's information, in particular medical and care needs
- Maintain the safety of the physical spaces which LF Kids and Youth use, regularly looking for hazards, making improvements and identifying maintenance where needed.
- Participate in leadership meetings with other pastors and department leaders
- Continue to develop their role and skills by undertaking training and attending conferences as required.

### Compliance

The LF Kids Admin Officer must have all current clearances and certifications required by the Living Faith Child Safety Policy (i.e. a valid DCSI WWCC and Childsafe training) before their role commences.