

Child Safety & Wellbeing Manager – Position Description

Reports To: President / Committee

Position Purpose

The Child Safety & Wellbeing Manager is responsible for ensuring that the Lilydale Junior Football Club provides a safe, supportive and inclusive environment for all children and young people. This role oversees compliance with the Victorian Child Safe Standards and AFL Victoria/League requirements, manages child safety processes, supports education for coaches and volunteers and acts as the primary contact for any child safety issues or concerns.



Key Responsibilities

Governance & Compliance

- Ensure the Club complies with all Victorian Child Safe Standards, AFL Victoria policies and league requirements.
- Maintain up-to-date knowledge of child safety laws, regulations and best practice approaches.
- Lead annual reviews of the Club's Child Safety & Wellbeing Policy and related procedures.
- Ensure Working With Children Checks (WWCC) are verified and recorded for all required volunteers and staff.
- Support incident reporting processes and ensure proper documentation is maintained confidentially.

Education, Training & Culture

- Provide education and guidance to committee members, coaches, team managers, umpires and volunteers about child safety obligations.
- Promote a strong child-safe culture where children feel heard, supported and empowered.
- Ensure all coaches and volunteers complete required child safety training modules.
- Present child safety updates at committee and pre-season meetings.
- Support the development of age-appropriate player education programs on respect, inclusion and wellbeing.

Incident Management & Support

- Act as the primary contact for any child safety concerns, disclosures or allegations.
- Respond with sensitivity, confidentiality and in accordance with Club and legislative procedures.
- Escalate serious matters immediately to the President and relevant authorities (league, AFL Vic, DHHS, or police).
- Support families, coaches and children through the reporting process as needed.
- Ensure critical incidents are documented and risks addressed to prevent recurrence.

Risk Management

- Conduct regular risk assessments of Club environments (training, match-day, change rooms, social events).
- Identify potential child safety risks and implement mitigation strategies.
- Ensure safe supervision ratios, safe transport practices and appropriate physical contact guidelines are understood by all staff.
- Monitor online safety practices and ensure responsible use of social media and communication tools involving children.

Relationship Management

- Work collaboratively with the President, Committee, Coaches, and Team Managers.
- Liaise with league Child Safety Officers and AFL Victoria for guidance and reporting.
- Maintain clear communication with parents and guardians about expectations and child safety processes.
- Build relationships with local schools, councils and support services where relevant.

Skills and Attributes

- Strong understanding of child safety legislation and child protection principles (or willingness to undertake training).
- High level of empathy, discretion, and interpersonal communication.
- Ability to manage sensitive issues calmly and confidentially.
- Strong organisational skills and attention to detail.
- Confidence in educating and guiding adults and young people.
- Ability to assess and manage risk within a sporting environment.
- Commitment to inclusion, wellbeing, fairness, and creating a child-safe culture.