**JOB DESCRIPTION:**

***BTS Representative***

AIM

As your church’s BTS Representative, you aim to support the ongoing implementation of Breaking the Silence policy and procedures.

RESPONSIBILITIES

You are directly accountable to the Session in this role.

You are responsible for:

* Being the contact point for information and material distributed by the CPU for use by your church
* Education and awareness:
  + Ensuring the latest BTS material is available to the church, its leaders and members
  + Ensuring the BTS Poster is on display at all ministry venues and brochures (Policy, Code of Conduct etc.) are freely available
* Training:
  + Coordinating training and ensuring that training occurs every 3 years for all leaders, and top-up training occurs for those leaders who work directly with children or young people on the intervening years
  + Reminding individuals who need their training renewed
* Assisting Session with the requirements of the child-related employment selection process
* Working with Children Check (in NSW, or equivalent in other jurisdictions):
  + Ensuring all leaders obtain a WWCC clearance (or equivalent)
  + Work with the Conduct Protocol Unit (CPU) to ensure the WWCC (or equivalent) is verified
* Assisting the CPU with audit activities associated with reviewing your church’s BTS compliance
* Knowing who to refer to when issues of abuse, or the risk of abuse, arise.

REQUIREMENTS FOR THE POSITION

You must:

* Be a regular attender at church and a Bible study group.
* Hold a current WWCC (or equivalent) verified by the CPU.
* Complete Breaking the Silence basic training every 3 years.
* Sign a copy of this job description.

I have read and understood this Job Description, and the Breaking the Silence Code of Conduct and Policy:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: / /