



## BTS Representative

### JOB DESCRIPTION

#### AIM

AS THE CHURCH'S BTS REPRESENTATIVE, YOU AIM TO:

- Support the ongoing implementation of Breaking the Silence policy and procedures.
- Promote the importance and value of Breaking the Silence in your church community.

#### RESPONSIBILITIES

YOU ARE DIRECTLY ACCOUNTABLE TO 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 are freely available.
- Training:
  - Coordinating training and ensuring that BTS Foundations Training occurs every 3 years for all leaders, and Top-Up training occurs on a yearly basis.
  - Reminding individuals who need their training renewed.
- Assisting Session with the requirements of the child-related employment selection process.
- Working with Children Check (or equivalent):
  - Ensuring all leaders obtain a WWCC clearance (or equivalent).
  - Working with the 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.



## BTS Representative

### JOB DESCRIPTION - CONTINUED

#### REQUIREMENTS FOR THIS POSITION

##### TO SERVE IN THIS ROLE, YOU MUST:

- Be a regular attender at church and a Bible study group.
- Obtain a Working with Children Check and have it verified by the CPU.
- Complete Breaking the Silence Foundations Training every 3 years and complete Top-Up Training each year.
- Sign a copy of this job description, indicating your agreement to the Code of Conduct.

#### AGREEMENT

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

Name:

Signature:

Date: