

Manager – National Child Sexual Abuse Offending Prevention Service/Stop It Now!

Stop It Now!

About Jesuit Social Services

Jesuit Social Services is a social change organisation working to build a just society where all people can live to their full potential. We do and we influence. We accompany people and communities to foster and regenerate the web of relationships that sustain us all – across people, place and planet; and we work to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Our Vision

Building a Just Society

Our Mission

Standing in solidarity with those in need, expressing a faith that promotes justice.

Our Values

- Welcoming – forming strong, faithful relationships
- Discerning – being reflective and strategic in all we do
- Courageous – standing up boldly to effect change

Our Purpose

We work to build a just society where all people can live to their full potential – by partnering with community to support those most in need and working to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Position details

POSITION TITLE:	Manager – National Child Sexual Abuse Offending Prevention Service/Stop It Now!
PROGRAM:	Stop It Now! – The Men's Project
LOCATION:	Richmond
REPORTING RELATIONSHIPS:	This position reports directly to General Manager – Child Sexual Abuse Prevention. This position has line management of 3-6 staff
EFFECTIVE DATE:	September 2025

Position Purpose

- Leading the development of Australia's first and only national anonymous Offending prevention helpline to prevent child sexual abuse, expanding on learning from the successful Stop It Now! pilot program.
- Managing a team responsible for ensuring effective service delivery on the helpline overseeing senior practitioners, media and communications, development and management of stakeholders, and engagement with a range of priority groups.
- To support effective functioning of the service, appropriate management and development of staff, management of digital infrastructure, maintaining and monitoring of referral pathways into and out of the service, stakeholder relationships including engagement with/reporting to our funding body, and working alongside other leaders to build the understanding of child sexual abuse prevention more broadly.

Program Purpose

Offending Prevention Service/Stop It Now!

Stop It Now! is a child sexual abuse prevention program which works with individuals concerned about their own or someone else's sexual thoughts or behaviours towards children. It was first established by a victim-survivor of child sexual abuse in the U.S 30 years ago, and we have been delivering the service here in Australia for over two years. We have also received federal funding to develop a larger scale Offending Prevention Service based on the Stop It Now! Pilot program.

The program's key feature is an anonymous phone helpline for people who are worried about their own sexual thoughts and behaviours in relation to children, as well as professionals and family members who are concerned about the behaviour of others. The service also includes a website with advice, self-help materials and guidance to raise awareness around child abuse. Stop it Now!/ the National Child Sexual Abuse Offending Prevention Service is dedicated to reducing or eliminating the sexual abuse and exploitation of children and seeks to achieve this by engaging with adults who may go on to harm children, and other protective adults. While the service can be accessed anonymously, all mandatory reporting guidelines are complied with.

The National Child Sexual Abuse Offending Prevention Service/Stop It Now! sits within the Child Sexual Abuse Prevention team and is part of The Men's Project.

The Men's Project

The Men's Project builds on Jesuit Social Services' over 45-year engagement with boys and men in trouble. The Men's Project provides leadership on the reduction of violence and other harmful behaviours prevalent among boys and men and builds approaches to improve their wellbeing and keep families and communities safe.

Our vision is for good men, respectful relationships and safe communities.

We will achieve this by undertaking research to understand the behaviours and underlying attitudes of men and boys, promoting positive change around gender norms and being a man, develop innovative ways to stop cycles of violence and harmful behaviour, including delivery of content to the construction industry, sporting clubs and schools. The Men's Project is also focused on strengthening early intervention responses for adults and young people to prevent child sexual abuse.

Duties of the position

- To provide management of the Australia's first and only National Child Sexual Abuse Offending Prevention Service/Stop it Now! Australia and lead ongoing development and continuous improvement of the Offending Prevention Service/Stop it Now! clinical model(s), including service level expectations, policies and procedures etc.
- Ensure the development, implementation and ongoing improvement of business processes for the Offending Prevention Service/Stop It Now! Australia including service level expectations, program documentation, program infrastructure and communication strategies with stakeholders including development of referral pathways into and out of the service. This includes overseeing appropriate mandatory reporting (across all jurisdictions).
- Provide written reports on the service and collaborate in the production of written material showcasing our child sexual abuse prevention efforts, including reports and deliverables to the funding body.
- Engage and consult with a wide range of stakeholders, internal and external, to inform our approach and opportunities including identifying key risks, service requirements, referral pathways, funding opportunities and collaborations (this may include travel).
- Provide regular supervision and debriefing support to key staff including across a variety of areas of expertise including Helpline Coordinator, Communications and Media Coordinator, Stakeholder Engagement Coordinator, and Aboriginal and Torres Strait Islander Engagement Coordinator
- Engage meaningfully with First Nations partners and advisors to embed cultural safety across the program, and to support the development of a tailored and culturally appropriate response to First Nations participants accessing the service.

Key Selection Criteria

1. Tertiary qualification/s and/or relevant experience in field of social work, psychology or the social sciences OR experience related to management and coordination of helpline services or similar.
2. Commitment to and/or demonstrated experience in working with people who have sexually abused (or at risk of sexually abusing) children, and/or non-offending family members, and/or victim-survivors of any form of abuse.
3. Over five years of leadership and management experience and highly skilled at providing leadership, project management and supervision to a team including practice and non-practice staff.
4. Superior knowledge of frameworks and approaches for working with child sexual abuse offenders, helplines, and managing risk.
5. Demonstrated ability to engage with and develop respectful collaborative relationships with other stakeholders and represent the organisation at external conferences independently.

Key Performance Indicators

- Effective leadership of the Offending Prevention Service/Stop It Now! team, including program development, staffing, and resource planning.
- Evidence of development of relevant service level expectations, development of policy, practice and procedure documentation, and achievement of contracted targets.

Implementation of, and case practice consistency, with Jesuit Social Services Practice Framework, including meeting mandatory reporting requirements (across all jurisdictions), and evidence of implementation and deployment of continuous improvement of the program model. Work with and support supervisee's/direct reports to lead and develop high performing teams that are aligned with the organisation's values and identity.

- Evidence of development of culturally appropriate response to First Nations participants, and embedding cultural safety for First Nations people engaging with the service more generally.
- Effective partnership development with key stakeholders including to build referral pathways into and out of the service, and active representation of Jesuit Social Services at networks and forums, including engagement expectations for stakeholders and partners.

Key responsibilities of Jesuit Social Services Employees

Service delivery/ Practice Framework (program delivery roles)

- Engage and build positive and constructive relationships with internal and external stakeholders and program participants
- Deliver services consistent with program guidelines, relevant legislation and funding agreements
- Communicate clearly with others
- Manage competing priorities in a high-volume work environment
- Fulfil the reporting and administrative requirements associated with the position
- Other duties as required.

Team work and supervision (program delivery)

- Work effectively as part of a team, contributing to group outputs and reflective practice
- Actively participate in regular supervision with the line manager, staff meetings and professional development opportunities.

Continuous Improvement and Professional Standards

- Demonstrate a commitment to own learning and development
- Commitment to risk management and continuous quality improvement processes
- Compliance with relevant legislation, Code of Conduct, policies and procedures of Jesuit Social Services

Diversity, inclusion and culture

- Demonstrate respect and acceptance of diversity at all times and provide culturally appropriate support to all including Aboriginal and Torres Strait Islander peoples and those who identify as LGBTQIA+

- Interact with staff, participants and other stakeholders in a manner that is inclusive, respectful and non-discriminatory
- Demonstrate understanding, and a capacity to provide leadership in, the identity and ethos of Jesuit Social Services

Mandatory Position Requirements

- Current National and International (where required) Police Check
- Current Employee Working with Children Check
- Valid and current Australian Drivers Licence
- Proof of eligibility to work in Australia

Safeguarding Children and Young People

Jesuit Social Services takes child protection seriously, we undertake a range of checks and processes to ensure safeguarding of children, and you are required to meet the behavior standard outlined in our Code of Conduct.

Conditions of Employment

Conditions of employment are in accordance with the current Jesuit Social Services Collective Agreement and Jesuit Social Services Policy & Procedures, including the Code of Conduct.

Employee Acknowledgement

I, _____ (please print name) acknowledge that I have read and understood the contents of this position description.

Employee Signature:

Date: _____

Position Description Approved by:
Executive Director

Position Description Review Date:
2 years from effective date