



Uniting Church in Australia
SYNOD OF VICTORIA AND TASMANIA

Working with Children Administrator Role Description

Purpose of the Working with Children Administrator role

The Working with Children Administrator plays a crucial role in maintaining an up-to-date Working with Children Check (VIC & NSW)/Working with Vulnerable People (TAS) (**WWCC/RWVP**) database in the UCA Directory portal. A WWCC/RWVP is a requirement for people to be considered for or remain what the Synod would define as an Appointed Leader role. For more information refer to the WWCC/RWVP policy at our website [2026-WWCC-VP-Policy.pdf](#)

This role can also be held by the Safe Church Contact Person, should they have the time to do both roles, or, it could be held as a separate role.

Characteristics of the role

The Working with Children Administrator should be someone who:

- Has ability to use and work with computers and systems.
- Is approachable and available.
- Is someone willing to use the UCA Directory Portal to log all WWCC/RWVP card updates.
- Has completed Child Safe Training.
- Has a current valid Working with Children Check (Victoria & NSW)/Registration to Work with Vulnerable People (Tasmania).
- Will communicate with the Synod Culture of Safety Unit as required, especially when there is a concern.

General duties of the role

- 1. Requesting Valid WWCC/RWVP:** The administrator ensures that all required Appointed Leaders provide their valid WWCC/RWVP Cards.
- 2. Guidance for Members:** Assist congregation members by providing guidance on applying for new WWCC/RWVP or renewing existing ones. Accuracy in application information (such as the Synod office address and congregation name) is emphasised.
- 3. Register your appointment as the Working with Children Administrator:** Please communicate your appointment to the Culture of Safety Unit so we can ensure/support your access to the Synod's system.
- 4. Database Updates:** For new cards, the administrator enters card details into the UCA Directory Portal. For card renewals, they update expiration dates or card numbers as needed.
- 5. Communication:** The administrator keeps congregation members informed about any changes or news related to WWCC/RWVP announced by the Culture of Safety Unit. If any member from the congregation moves to another congregation, the administrator will also communicate this to the Culture of Safety Unit via email wwccr@victas.uca.org.au or phone 03 9116 1433. The administrator will inform the Culture of Safety Unit about any communication the church receives relating to a WWCC/RWVP.

Accessing the UCA Directory Portal

Please ensure the Culture of Safety Unit is aware of your appointment for us to be able to facilitate your access to the system.

To access the UCA Directory portal to work with the records, please follow this link:

<https://nod.powerappsportals.com/>

If the Working with Children Administrator does not have access to the portal, please follow these steps:

- Register by accessing the UCA Directory portal Link and click on the “Register” button (top right corner next to “Sign in”).
- Fill in all the required information and mandatory fields.
- Inform the Culture of Safety Unit (email wwccr@victas.uca.org.au) that the form has been completed.
- The Culture of Safety Unit will organise your access to the database, and at the same time the Synod IT department will send you an email with instructions to complete your login to the database.
- After successfully accessing the database, you can start now creating, updating, and deactivating records.
- For a detailed step by step procedure on how to use the portal, please contact the Culture of Safety Unit.

Statement of Commitment

- All who are involved in any of the Uniting Church’s activities, services, events or programs have a right to feel and be safe. The Church is committed to providing safe environments where children and adults are cared for, respected, nurtured and sustained.
- We will do all in our power to safeguard children and adults from all forms of abuse. Abuse thrives on secrecy. To prevent abuse across the Church, we are committed to developing and maintaining an open and aware culture and to providing the appropriate leadership and governance to support this culture.
- The Church commits itself to the creation and maintenance of a child safe culture to ensure the care, protection and safety of all children engaging with the Church in any of its entities.
- The Church clearly affirms its commitment to upholding the law. This includes reporting abuse to the appropriate authorities.