

## POSITION DESCRIPTION

<b>DIOCESAN DIRECTOR ARCHDIOCESE OF SYDNEY / COMMUNITY PARTICIPATION LEADER – NSW/EASTERN REGION</b>	
<b>Agency:</b> Caritas Australia	<b>Position Type:</b> F/T 37.5 hours per week Diocesan Director Archdiocese of Sydney 0.7 FTE Community Participation Leader (Eastern Region) 0.3 FTE
<b>Team:</b> Engagement & Sustainability	<b>Position Status:</b> Permanent
<b>Group:</b> Community Engagement	<b>Date of Approval:</b> March 2018
<b>Location:</b> Sydney, NSW	<b>Authorised by:</b> Senior Manager, People & Culture
<b>Salary Scale:</b> ACBC Grade 4	<b>Position No.:</b> TBD

## PURPOSE OF THE POSITION

The primary purpose of the role is to promote social justice action and in the Sydney (Eastern Region), specifically in the Archdiocese of Sydney, through prayer, reflection, formation, Community Fundraising, Education awareness, Advocacy and volunteering that promotes the work of Caritas Australia (CA) and CA's unique contribution to helping the poor and marginalised.

## ORGANISATIONAL ENVIRONMENT

Caritas Australia is the Catholic agency for international humanitarian relief and development in Australia. Through effective relationships with the Church, partners and communities in Africa, Asia, the Pacific and Australia, Caritas Australia helps to end poverty, promote justice and uphold dignity. Our programs promote the good of every person and of the whole person, regardless of peoples, religious, political or cultural beliefs. We envisage a world in which children, women and men most vulnerable to extreme poverty and injustice are agents of their own change and architects of their own development.

Caritas Australia is an agency established under the Australian Catholic Bishops Conference. Our National Office is based in Sydney and we have offices in several capital cities throughout Australia. Almost half of our staff are based overseas. We are an active member of the Caritas Internationalis confederation which has over 160 members throughout the world.

This position reports to the Manager, Community Engagement.

In terms of Impact, the position supports Caritas Australia's Mission by building strong relationships and partnerships with parishes, schools, universities, Diocesan Agencies, Diocesan Directors and the wider community.

For more information about Caritas Australia go to [www.caritas.org.au](http://www.caritas.org.au)

## KEY ACCOUNTABILITIES

1. As **Diocesan Director**, develop and lead the Mission of CA in the Archdiocese of Sydney by building strong relationships and partnerships with individuals, Clergy, Diocesan agencies, volunteers, parishes and schools, with key accountabilities of:-

- Serve the needs of parishes, schools, Diocesan agencies and local communities, and building relationships with the Archbishop, Clergy, Chaplains and other Religious in the Archdiocese of Sydney to promote the Mission of CA.
  - Develop and implement effective formation programs that promote the Mission of CA and Catholic Social Teachings.
  - Recruit and support the development of parish representatives and volunteers to extend the reach of CA's grassroots engagement across the Archdiocese of Sydney.
  - Effective promotion, implementation and follow-up of Fundraising Campaigns, including Project Compassion, Emergency Appeals, Planned Giving, Major Gifts and other local Community Fundraisers as required.
  - Mobilise local groups and volunteers to support and take action in regard to Advocacy campaigns and social justice initiatives.
  - Collaborate with Supporter Services to coordinate collection of donations for Project Compassion and other initiatives as required.
  - Collaborate with regional Justice Educator(s) to ensure integrated and coordinated engagement, and to build relationships with other Diocesan Directors in the region to share learnings and support local, regional and national strategies.
  - Identify, recommend and develop opportunities with stakeholders that grow & expand the Mission of CA.
  - Provide regular quarterly reporting and evaluation of Diocesan Director activities to the Sydney Archdiocese and Caritas Australia.
2. As **Community Participation Leader**, coordinate and develop relationships at regional level with Diocesan Directors, Diocesan Agencies, Clergy, Catholic Education Offices and other Catholic Agencies to raise support for the Mission of CA, with key accountabilities of:
- Coordinate the regional Diocesan Director network, covering the Dioceses of Sydney, Parramatta, Broken Bay, Maitland-Newcastle, Wollongong, Armidale, Bathurst & Wilcannia-Forbes.
  - Build strong relationships with regional Bishops and Senior Church leaders to collaborate to promote the Mission of CA.
  - Support regional implementation of CA activities and contribute to national Community Engagement strategies and wider Agency goals.
  - Collaborate with national CA teams (Community Engagement, Fundraising, Media and Advocacy, Communications, and International Programs) for the development of resources to enable the strategy.
  - Support immersion trips to overseas projects to give supporters first-hand experience and insight into the work of Caritas Australia.
  - Provide training and development opportunities for Diocesan Directors to equip and upskill their professional competencies.
  - Regular quarterly evaluation and reporting to the Archdiocese and Caritas Australia on regional activities to ensure achievement of outcomes and continuous improvement.
  - Apply effective stewardship and management of regional resources by managing and monitoring the allocated budget.
  - Support collection of donations for key campaigns such as Project Compassion, Emergency Appeals and other appeals as required.

## KEY CHALLENGES

1. Working within multiple stakeholder environment, within a geographically broad area and busy role with tight timeframes, requiring confidentiality in relation to data and Privacy issues.
2. Ensuring that all communications are inclusive recognising cultural differences and norms within various communities within the Archdiocese of Sydney.

## Decision Making

Decisions which are made by the Position Holder include:

- Determining day to day work priorities.
- Deciding the content of reports and responses to various issues and situations with minimal direction.

Decisions referred to the Manager include:

- Any decision that will substantially alter the outcomes or timeframe of a CA project or activity or a relationship with Clergy, Catholic Agencies, other Diocesan Directors, the Archdiocese or CA Supporters, staff and Volunteers.

## Risk and Work Health & Safety

The Position Holder must:

- Observe safe work practices in accordance with training and instruction provided and report any risk to her/his immediate supervisor. Risks arising in the workplace may relate to financial, site, task or safety issues and practices.
- Promote and implement Work Health and Safety and Risk Mitigation processes in conjunction with her/his manager including identifying and reporting any hazards or safety issues within the workplace.
- Comply with ACBC, Sydney Archdiocese and CA's Work Health & Safety practices/procedures.
- Comply with Archdiocesan Codes of Conduct, policies and procedures including in relation to Child Protection and Human Resources.

## KEY RELATIONSHIPS

### Internal Relationships

WHO	WHY
Manager, Community Engagement	To receive feedback and guidance and to discuss programs and initiatives as required.
Community Engagement; Supporter Services; Fundraising; Media & Advocacy Communications; International Programs	To utilise resources from national teams for implementation of activities.
Diocesan Directors	To coordinate regional activities, communicate CA's strategies & priorities, support implementation and provide training & development opportunities.

### External Relationships

WHO	WHY
Bishops and Senior Church leaders; Clergy, Religious and Seminarians	To promote the Mission of Caritas through engagement with clergy.
Parish representatives and volunteers	To promote the Mission of Caritas through parishes and schools.
Catholic Community Groups; Diocesan Agencies and Catholic Organisations	To promote the Mission of Caritas through Diocesan Agencies.

## POSITION DIMENSIONS

<b>REPORTING ARRANGEMENTS:</b>	Reports to Manager, Community Engagement
<b>LEVELS TO CHIEF EXECUTIVE OFFICER</b>	3
<b>DIRECT REPORTS:</b>	No reports

## SELECTION CRITERIA

- Strong commitment to the Mission of Caritas Australia and the ethos and values of the Catholic Church and Catholic Social Teachings.
- High level ability to coordinate and support geographically dispersed teams.
- Highly developed verbal and written communication skills, including networking and leading and motivating individuals, managing volunteers and leading teams.
- Highly developed organisational and interpersonal skills, with experience in coordinating activities, supporting teams and improving documentation.
- Experience of working within a Church, Diocesan or Not-for-Profit (NFP) environment in a community relations, outreach, Parish or Social Ministry.
- Experience in the use of electronic information systems with high level of proficiency in Microsoft office.
- Understanding of and ability to operate within established church structures.
- A preparedness to work collaboratively with Archdiocesan authorities and other Agencies, parishes, schools and the wider community.

### Additional Information

- The successful candidate must have and maintain the right to work in Australia.
- Ongoing appointment to this position is dependent on successful completion of a relevant Criminal History Record Check and a relevant check to ensure suitability for Working with Children.
- An inherent requirement for this role is the capacity and willingness to work after hours and on weekends occasionally together with regular travel within NSW (Eastern Region) and occasional travel to other Australian states.
- The role also requires attendance and participation in meetings of Mission based Agencies within the Archdiocese, at Archdiocesan staff reflection days and training sessions.
- The candidate appointment rests with Archbishop of Sydney, who then delegates authority to Caritas Australia to employ, direct and manage the employee.

## ACKNOWLEDGEMENT AND ACCEPTANCE

I confirm that I accept the offer of employment that I have received for appointment to this role having read and understood the content of this Position Description.

I agree to work in accordance with the requirements of the position; the principles underpinning Catholic Social Teachings; and relevant Australian Catholic Bishops Conference's and Caritas Australia's Codes of Conduct and Standards. I also understand that this document is intended to provide an outline of the key responsibilities of the position and that aspects of the document may change over time.

### Occupant:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Supervisor:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_