

## POSITION DESCRIPTION CARITAS DIOCESAN DIRECTOR DIOCESE OF WOLLONGONG

<b>Agency:</b> Caritas Australia	<b>Position Type:</b> Part-time 15 hours per week
<b>Team:</b> Engagement & Sustainability	<b>Position Status:</b> Permanent
<b>Group:</b> Community Engagement	<b>Date of Approval/ Revision:</b> Approved September 2017
<b>Location:</b> Wollongong	<b>Authorised by:</b> Senior Manager, People & Culture

### PRIMARY PURPOSE

The primary purpose of the role is to promote social justice action in the Wollongong Diocese 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, Latin America, 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.

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)

Established in 1952, the Diocese of Wollongong serves 32 parishes from Helensburgh down to Ulladulla and from the Southern Highlands up to Camden and the Campbelltown area. The Diocese is the eighth largest diocese in Australia in terms of Catholic population and is the largest non-Capital city diocese. The Diocese reaches out to almost 200,000 Catholics in its parishes and there are 15 migrant chaplaincies, 44 Catholic schools, a vibrant youth ministry, aged care, disability and welfare services within the Diocese.

## KEY ACCOUNTABILITIES

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

- Serving the needs of parishes, schools, Diocesan agencies and local communities, and building relationships with the Bishop, Clergy, Chaplains and other Religious in the Diocese to promote the Mission of CA.
- Developing and implementing effective spiritual formation programs that promote the Mission of CA and Catholic Social Teachings.
- Recruiting and supporting the development of parish representatives and volunteers to extend the reach of CA's grassroots engagement across the Diocese.
- Effectively promoting, implementing and following up with Fundraising campaigns, including Project Compassion, Emergency Appeals, Planned Giving, Major Gifts and other local community fundraisers as required.
- Mobilising local groups and volunteers to support and take action in regard to Advocacy campaigns & social justice initiatives.
- Collaborating with Supporter Services in CA to coordinate collection of donations for Project Compassion and other initiatives as required.
- Collaborating with regional Justice Educator(s) to ensure integrated and coordinated engagement, and to build relationships with other Diocesan Directors to share learnings and support local, regional and national strategies.
- Identifying, recommending and developing opportunities with stakeholders that grow & expand the Mission of CA.
- Providing regular quarterly reporting & evaluation of Diocesan Director activities to CA.

## KEY CHALLENGES DECISION MAKING, RISK and WORK HEALTH & SAFETY

### Key Challenges

- 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.
- Ensuring that all communications are inclusive recognising cultural differences and norms within various communities within the Diocese.

### 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 Diocese 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 and CA's Work Health & Safety practices/procedures and codes of conduct, policies and procedures including those in relation to Child Safety and Human Resources.

## KEY RELATIONSHIPS

WHO	WHY
<b>Internal – Within Caritas Australia</b>	
Manager, Community Engagement	To provide updates on key issues and an integrated approach to engagement with Catholic communities and to receive feedback and guidance.
Community Engagement Group; Supporter Services Group; Fundraising Group; Media & Communications Group; International Programs Team	To utilise resources from national teams for implementation of activities.
Diocesan Directors	To coordinate regional activities, communicate CA strategies & priorities, support implementation and provide training & development opportunities.
<b>External</b>	
Bishops and senior Church leaders; Clergy, Religious and Seminarians.	To promote the Mission of Caritas Australia through engagement with clergy.
Parish representatives and volunteers.	To promote the Mission of Caritas Australia through parishes & schools.
Catholic Community Groups; Diocesan agencies and Catholic Organisations.	To promote the Mission of Caritas Australia through Diocesan agencies.

## POSITION DIMENSIONS

<b>REPORTING ARRANGEMENTS:</b>	<b>Reports to Manager, Community Engagement</b>
<b>LEVELS TO CHIEF EXECUTIVE OFFICER</b>	<b>2</b>
<b>DIRECT REPORTS:</b>	<b>No reports</b>

## SELECTION CRITERIA

1. Strong commitment to the Mission of Caritas Australia and the ethos and values of the Catholic Church and Catholic Social Teachings.
2. High level ability to coordinate and support geographically dispersed teams.
3. Highly developed verbal and written communication skills, including networking and leading and motivating individuals, managing volunteers and leading teams.
4. Highly developed organisational and interpersonal skills, with experience in coordinating activities, supporting teams and improving documentation.
5. Experience of working within a Church, Diocesan or Not-for-Profit environment in a community relations, outreach, Parish or Social Ministry.

6. Experience in the use of electronic information systems with high level of proficiency in Microsoft office.
7. Understanding and can operate within established church structures.
8. A preparedness to work collaboratively with Diocesan 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 together with regular travel within the Diocese and occasional travel to other Australian states and territories.
- The role also requires attendance and participation in meetings of Mission based agencies within the Diocese.

### **Acceptance and Acknowledgement**

I accept my obligation to undertake the key accountabilities set out above to the best of my abilities and acknowledge that this Position Description may be amended by Caritas Australia from time to time.

#### **Occupant:**

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

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

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

#### **Manager/s:**

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

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

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