

Diocesan Director

As the Diocesan Director, it's my role to make real the vision of Caritas Australia at the local diocesan level.

I am responsible for promoting the work of Caritas Australia within the diocese through fundraising, advocacy and relationships with schools and parishes.

I am appointed by the Bishop and am a member of the Caritas Engagement & Sustainability team.

I am committed to:

- The mission of Caritas Australia (CA) in our quest to end poverty and injustice through the realisation of human dignity for all people
- The principles of Catholic Social Teaching which underpin our work, such as dignity of the human person and the common good
- Our Code of Conduct which outlines the professional behaviour that is expected of me
- The safeguarding of children and vulnerable adults in line with laws, standards and Caritas Australia's policies and procedures

In my role, I aim to:

- Develop the mission of CA in the diocese by building relationships with individuals, clergy, diocesan agencies, volunteers, parishes and schools
- Develop a network of parish representatives/volunteers to extend the reach of CA across the diocese
- Promote fundraising campaigns, including Project Compassion, emergency appeals and other local community fundraisers as required
- Encourage local groups and volunteers to be involved in advocacy campaigns and social justice initiatives
- Collaborate with CA Supporter Services to coordinate collections for Project Compassion and other initiatives
- Collaborate with the diocese's Social & Ecological Justice Animator whose assistance is available in all of the above

For this role, I need:

- A strong commitment to the mission of CA, the ethos of the Catholic Church and Catholic Social Teaching
- A desire to represent CA in the diocese with flexible work hours depending on the project
- Adequate verbal and written communication skills.
- Adequate organisational and interpersonal skills
- A preparedness to work collaboratively with diocesan authorities and other agencies, parishes, schools and the wider community
- Proficiency in Microsoft Office applications

In my role, I will interact primarily with:

- The Social & Ecological Justice Animator for my state to provide updates on activities in my diocese
- Engagement & Sustainability teams: Fundraising; Supporter Services; Media & Communications – to encourage activities in the diocese
- Bishops, clergy, religious – to promote the mission of CA
- Parish representatives/volunteers – to promote the mission of CA
- Schools/education representatives – to promote the mission of CA
- Catholic organisations, community groups and diocesan agencies – to promote the mission of CA

For this role, I am required to have:

1. Working with Children Check
2. Police check