



**Diocesan Director for West Victoria  
(including the Diocese of Ballarat and the Diocese of Sandhurst) | Part-time 3dpw**

- Part-time position (3dpw), based either within the Diocese of Ballarat or the Diocese of Sandhurst (Victoria).
- Be part of a highly experienced and inspirational national and diocesan team.
- Become an integral part of a global network of Catholic development work.

In Australia our work includes delivering community education and mission engagement programs; forming active partnerships with parishes, community groups, minority and cultural groups and the national schools network; and facilitating a sustainable program of fundraising.

This position requires someone who has a passion for mission and a comprehensive understanding of the global issues of aid and development. You must be motivated to make a difference, by harnessing the generosity and philanthropy of others. The role would ideally suit a person who is used to working in areas such as sales and marketing, who is comfortable with talking to people about money and stewardship, who celebrates the power of partnership and collaboration and who can think outside the box.

As Diocesan Director for the Dioceses of Ballarat and of Sandhurst, your primary responsibility is to carry out the national plan for mission formation and fundraising within the dioceses, and in doing so maximise the number of people and organisations within the dioceses engaging with Catholic Mission; and also to maximise fundraising income to Catholic Mission. You will manage all of the activity for Catholic Mission within the Dioceses of Ballarat and of Sandhurst (Victoria). You will contribute beyond just your own position and you will support and be involved in the work of fundraising and education events, sports and community gala days, delivering training sessions, and promoting immersion programs.

You will be mentored by the Diocesan Director of the Archdiocese of Melbourne and report to the National Director in Catholic Mission. You will need to be eligible to work in Australia, have your driver's licence and be willing to travel through the Dioceses of Ballarat and of Sandhurst. To do well in this role and work as part of the Victorian/Tasmanian team, you will be:

- To embrace a flexible work schedule, as weekend work (and occasionally evening work) is part of this role.
- You will adapt to dynamic circumstances quickly and respond with energy.
- Your fundraising knowledge, interpersonal skills, and written and verbal communication skills will be excellent.
- You will be able to present and deliver information confidently to a range of stakeholders, including supporters and donors of all ages, community leaders and representatives from local businesses.
- You must have a solid understanding of the Catholic Church and its structure and be comfortable in communicating with priests and Bishops.
- You may have some international travel experience or have previously lived and worked in a developing country.

Catholic Mission supports their employees with a number of benefits such as time-in-lieu and flexible working arrangements, as well as a salary package commensurate with your experience that includes the ability to arrange salary sacrifice depending on your circumstances. There is an Employee Assistance Program, above-award holiday breaks and an annual performance review program. You can look forward to becoming part of a growing and dynamic team.

We are excited for you to join our growing and dynamic team. For a **position description** and **short video on what it is like to work at Catholic Mission**, click [here](#). Please submit a Cover Letter of 1 page and a Resume no longer than 3 pages to [employment@catholicmission.org.au](mailto:employment@catholicmission.org.au).

*Please note:*

- *The successful applicant is subject to a National Criminal History Check and a Working with Children Check.*
- *Only those selected for an interview will be contacted, usually within two weeks of the closing date.*

*Catholic Mission comprises the four Pontifical Mission Societies. Locally and globally, we answer the call to love God and to love our neighbour, and we work to establish the Reign of God through building communities of missionary disciples who share their faith by proclaiming the Word, supporting Church communities and people in need, acting for justice and creation, and, through the Society of the Holy Childhood, adopting child-focused, community-based development programs.*