

POSITION DESCRIPTION (PD)

Diocesan Director for the Dioceses of Ballarat and of Sandhurst

All employees/workers within Catholic Mission must have a position description.

Position Title (Generic):	Diocesan Director	Position Title (Specific):	Diocesan Director for West Victoria (ie. for the Dioceses of Ballarat and of Sandhurst)
Reporting to:	National Director <i>with supervision and mentorship provided by Diocesan Director – Archdiocese of Melbourne</i>	Direct Reports:	None
Position Location:	Diocese BALLARAT Or Diocese of SANDHURST	Position Code:	DD-PT
Full Time Equivalent (FTE):	22.5hpw=0.6FTE	Date:	16/12/2021
Financial Authority:	<input checked="" type="checkbox"/> Authority level to \$3000	Rem Code:	FG
	<input checked="" type="checkbox"/> Credit card to monthly cap of \$3000	Rem Steps:	From: S21 To: S28
		Award	No Award - ACBC guidelines
About Catholic Mission	<p>Our Vision That all may have life in Christ. <i>"I came that they may have life, and have it abundantly." (John 10:10)</i></p> <p>Our Mission As the Pope's international mission agency we respond to the call to love God and to love our neighbour by forming individuals and communities as missionary disciples of Jesus who share their faith in action and through prayer.</p> <p>We share in God's mission to reach out, give life by sharing our personal and financial resources to:</p> <ul style="list-style-type: none"> • proclaim the Gospel • serve people in need • act for peace, justice and creation <p>In partnership with local churches so that all may have life in Christ. <i>"Love one another. Just as I have loved you, you also should love one another."</i> <i>(John 13:34)</i></p>		
Purpose of Role	<p>The Diocesan Director (DD) of Western Victoria works within each of the dioceses nominated (Ballarat and Sandhurst), and in conjunction with the Bishop of each of these dioceses, to implement the national program approved by the National Council for Catholic Mission's Australian work to support the activities of Catholic Mission (CM) and the broader Pontifical Mission Societies (PMS) throughout the world. The Diocesan Director is the local diocesan leader and representative of CM as part of the national team that provides services, programs and expertise within the Catholic Church in Australia.</p> <p>It is a primary objective of the DD role to continue to grow the success and presence of CM within the dioceses, including generating increasing pastoral and financial support for the projects of CM. The Diocesan Director thrives upon maintaining and nurturing relationships with stakeholders,</p>		

	<p>supporters and donors of CM, to ensure the effective delivery of our formation programs and the growth of our donor/supporter base.</p> <p>The position plays a pivotal part in helping raise awareness, within the broader Australian society, of the reality that a majority of human beings struggle daily to survive and that faith in action can bring about effective hope-filled change to people who are suffering.</p>
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Primary Duties & Key Performance Indicators (KPIs) – Highlighted with green for part-time role	
Key Responsibility Areas – Expected End Results	Key Performance Indicators (KPIs) – Measures of Success
Mission Formation	
1. Significantly impacting the contemporary practice of mission lived and proclaimed within the Diocese by role modelling and close liaison with the bishop, diocesan teams and communities.	<ul style="list-style-type: none"> • Increase in the number of school and tertiary students involved in mission formation attributed to the activities of the Diocesan Director. • Increase in the number of adults involved in mission formation attributed to the activities of the Diocesan Director
2. Promoting and creating strong awareness of CM’s mission by ensuring the distribution and promotion of CM publications and materials developed for targeted audiences throughout the diocese.	
3. Accountability for the practical conducting and co-ordinating of parish led and ad hoc appeals (both written and in person), including recruiting and training speakers and volunteers to provide personal stories and passionate understanding of the missionary work within parish communities.	
4. Seeking opportunities by linking to other interested parties and individuals to arrange presentations and co-ordination of presentations by others in parishes, schools, diocesan groups and organisations about the Church’s mission and CM.	
5. Liaising closely with the national team to recommend ideas and options to promote missionary formation within the diocese.	
6. Creating a presence within the diocese that recognises the religious practitioner nature of the Diocesan Director role in supporting the diocese.	
Fundraising	
7. Maintaining a keen focus and unflinching resolve to develop increased funding for the work of CM to support the work of the Catholic Church overseas, and within remote or vulnerable communities within Australia.	<ul style="list-style-type: none"> • Increase in number of donors and bequestors attributed to the activities of Diocesan Director. • Increase in fundraising attributed to the activities of Diocesan Director.
8. Constantly developing, maximising and supporting a national database of contributors and supporters to ensure that CM can maintain contact with contributors and supporters.	
9. Establishing and maintaining relationships with significant donors and conducting major gift campaigns to make significant differences to the lives of both the donors and those supported by the projects	
10. Providing opportunities via conducting bequest campaigns with appropriate donors to allow those who want to make a significant impact later to do so by facilitating and developing a bequest bank for CM from donors within the diocese.	
11. Recognising the importance of regular donors and their substantial commitment to CM by ensuring that the number of regular donors is increasing in pure terms and that individuals are also increasing their pledged donations as part of their continued engagement with CM and the outcomes being achieved.	
12. Providing a contact point and maintaining strong relationships and networks to ensure the retention of existing donors, particularly regular donors and bequestors.	

<p>13. Connecting with the life of the diocese and particular initiatives of CM by organising events to develop relationships with donors for mission formation and fundraising.</p>	
<p>Managerial</p>	
<p>14. Being open and transparent in keeping records and reporting on diocesan activities and results as required by CM's reporting standards.</p>	<ul style="list-style-type: none"> • Diocesan financial budget and transparency management via: <ul style="list-style-type: none"> ○ Provision of recommendations to the budget for the year in keeping with the national program and operational plan. ○ Ensuring that the activities, initiatives and resources required fall with the approved budget, once approved. ○ Ensuring that any decisions that fall outside the operational plan and national program must take place in consultation with and with the approval of the National Director. • Positive representation of CM and achievement of the annual plans of CM. • Open and collaborative work to share own competencies and talents with the broader CM national team and regional teams throughout Australia.
<p>15. Ensuring the careful and fully reconciled transfer of any funds received to the appropriate CM account.</p>	
<p>16. Responsibly administering the activities of CM in the diocese.</p>	
<p>17. Where applicable, managing CM diocesan employees in accordance with Catholic Social Teaching, CM policies and procedures, and relevant legislation as amended from time to time.</p>	
<p>18. Establishing, monitoring and delivering of targets and financial arrangements as agreed each financial year.</p>	
<p>19. As agreed within the annual plans, provision of opportunities for individual growth and development, both in formation and in professional competencies, for self and any diocesan employees.</p>	
<p>20. Responsible for a positive and safe workplace for employees, volunteers and visitors to CM in the diocese.</p>	
<p>21. Comply with Catholic Mission work, health and safety measures and standards.</p>	<ul style="list-style-type: none"> • Comply with best practice for safe work practices in accordance with established laws, standards and organisation policy and procedures. • Risks/hazards are identified and reported where appropriate, in order to eliminate or prevent the risk recurring. • Consultative processes provided by Catholic Mission are engaged. • For those in managerial or supervisory roles: Promote and implement workplace safety training (including induction and ongoing training), practices and record-keeping within CM.
<p>22. Comply with CM Safeguarding Children and Vulnerable Adults policy and procedures, ensuring the protection of children and the vulnerable from harm, abuse and exploitation.</p>	<ul style="list-style-type: none"> • Comply with best practice for safeguarding children and vulnerable people in accordance with established laws, standards and organisation policy and procedures. • Commitment to the safety and well being of all children and vulnerable adults is shown. • Promote and implement safeguarding training (including induction and ongoing training), safeguarding practices and record-keeping within CM. • Breaches are identified and reported where appropriate, in order to eliminate or prevent the abuse of children and/ or vulnerable people.

Challenges of the Position	
<ul style="list-style-type: none"> • Developing relationships with key Catholic stakeholders throughout the dioceses. • Developing a pool of parish appeal speakers. • Establishing relationship with existing regular and major donors and expanding this base, and doing this within the limited timeframe of working part-time. 	
Person Specification	
Essential	Knowledge <ol style="list-style-type: none"> 1. Due to the essential breadth of involvement with parishes, clergy and the Catholic Church’s evangelisation activities, this position is identified as requiring a practising Catholic who will have an understanding of, appreciation for and commitment to promote Catholic principles, values and global mission. 2. Hold an affinity for Catholic values and beliefs, principals of justice, human rights and Catholic Social Teaching, and for CM’s stated aims (www.catholicmission.org.au) 3. An understanding of the structure of the Catholic Church. 4. Tertiary qualifications at degree level in a relevant discipline (Theology, Education, Fundraising, Management, or Sales and Marketing).
Essential	Experience <ol style="list-style-type: none"> 1. Demonstrated involvement in the Catholic Church in your parish. 2. Proven professional experience of at least three (3) years within a Catholic Church position, and/or equivalent professional roles within the sectors of education, marketing, fundraising, or event management. 3. Proven experience in building excellent rapport with individuals and groups; and networking ability within your diocese and regional area of Australia.
Essential	Skills <ol style="list-style-type: none"> 1. Demonstrated capability to deliver high quality verbal and written communication including public speaking presentations, reports, education sessions and especially leading pastoral and prayer group activities. 2. Proven significant capability to organise tasks, achieve targets and manage competing priorities in a professional and proactive manner. 3. Sound computer skills to prepare documents, presentations and spreadsheets. Ideally experienced with professional use of social media. 4. Current car driver’s licence and willingness to travel throughout the diocese, including evening and weekend work.
Other	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> All applicants must be eligible to work within Australia. <input checked="" type="checkbox"/> A Criminal History Check is required for this position. <input checked="" type="checkbox"/> A Working with Children Check is required for this position. <input checked="" type="checkbox"/> This position requires occasional travel nationally. <input checked="" type="checkbox"/> Commitment to CM’s agency requirements, including attendance at staff and management meetings; completion of all finance and operational reporting requirements as per CM’s policies and/or line manager’s directive, adherence to program, HR and Finance policies and procedures. <input checked="" type="checkbox"/> You will provided with a phone allowance (pro rata of \$780pa which is the mobile allowance for a full-time DD role. <input checked="" type="checkbox"/> Appointment to this position is subject to successful completion of a probationary period of six (6) months. <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Three referees are required, of whom one should be the applicant’s parish priest.

	<input checked="" type="checkbox"/> The Pontifical Mission Societies are established under the authority of the Pope. As such, appointments within a particular diocese are in conjunction with the local archbishop or bishop. Following formal interviews, the Catholic Mission national director nominates the preferred candidate to the bishop for consideration, confirms approval from the bishop and arranges the formal appointment.
	<input checked="" type="checkbox"/> Capacity to work outside standard business hours. Compensation for this includes time-in-lieu as mutually agreed with Catholic Mission. Work hours can be flexibly arranged during the year to address fluctuating workloads by agreement with the national director.

Key Stakeholders/Relationships

Internal	<ul style="list-style-type: none"> • Senior Management Team (National Director, Deputy National Director, HR Director, Corporate Services Director) • Mission Formation Manager • Fundraising Manager • Program Manager • Donor Services & Engagement Manager and Team • Diocesan Directors throughout Australia
External	<ul style="list-style-type: none"> • Bishop • Diocesan clergy, priests and religious brothers, religious sisters, lay leaders in diocesan and parish roles • Supporters and donors of CM • Volunteers for Catholic Mission • Parish teams: pastoral associates, parish priests, parish secretaries, parish committees and groups • School teams – administrators, teachers and senior school leadership • Other Catholic and non-Catholic organisations that collaborate with Catholic Mission

PREPARED BY

Name	Sharon Messina		
Position Title	HR Director	Date	16/12/2021
AUTHORISATION: 1st Level		AUTHORISATION: 2nd Level	
Name	Peter Gates	Name	Brian Lucas
Position Title	Deputy National Director	Position Title	National Director
Date	16/12/2021	Date	16/12/2021