

## POSITION DESCRIPTION (PD) for Diocesan Director Part-time

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

<b>Position Title:</b>	Diocesan Director		
<b>Reporting to:</b>	National Director		
<b>Direct Reports:</b>	None		
<b>Position Location:</b>	Diocese of Wagga Wagga		
<b>Full Time Equivalent (FTE):</b>	2 days per week (0.4 FTE)	<b>Date:</b>	21/01/2019
<b>Financial Authority:</b>	<input checked="" type="checkbox"/> Authority level to \$3000 <input checked="" type="checkbox"/> Credit card to a monthly cap of \$3000		
<b>About Catholic Mission</b>	<p>Catholic Mission (CM) is the international mission agency of the Catholic Church in Australia. Locally and globally, we answer the call to love God and to love our neighbour, and work to establish the Reign of God through building communities of missionary disciples who share their faith by proclaiming the Word, serving people in need, acting for justice and creation, and adopting child-focused, community-based development programs. Our guiding principles and values are: Be prophetic; Be theologically grounded; Be missionary; Be collaborative; Be respectful; Be affirming; Be accountable; Celebrate!</p>		
<b>Organisational Context</b>	<p>The Diocesan Director works closely with the local bishop and diocese to create opportunities for Catholics to experience personal faith formation and opportunities to share their wealth with the poorest and most vulnerable communities in locations throughout the world. In doing this, the Diocesan Director is responsible to deliver within the diocese the national plan for missionary formation and fundraising for CM, and in doing so to maximise the missionary formation of the people and organisations within the diocese; and to maximise fundraising income to CM to enable delivery of projects throughout the world.</p> <p>The Diocesan Director works within the national team of CM which provides further expertise, organisational and administrative support to ensure the continued and smooth success of CM's work in a global context.</p>		
<b>Purpose of Role</b>	<p>The Diocesan Director works within the diocese, and in conjunction with the bishop, to implement the national program approved by the National Council for CM's Australian work to support the activities of CM and the broader Pontifical Mission Societies 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 Diocesan Director role to continue to grow the success and presence of CM within the diocese, including generating increasing pastoral and financial support for the projects of CM. The Diocesan Director thrives upon maintaining and nurturing relationships with stakeholders, supporters and donors of CM, to ensure the effective delivery of our formation programs and the growth of our donor/supporter base.</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.
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Primary Duties & Key Performance Indicators (KPIs) – <b>Highlighted with green for part-time role</b>	
Key Responsibility Areas – Expected End Results	Key Performance Indicators (KPIs) – Measures of Success
<b>Mission Formation</b>	
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"> <li>• Increase in the number of school and tertiary students involved in mission formation attributed to the activities of the Diocesan Director.</li> <li>• Increase in the number of adults involved in mission formation attributed to the activities of the Diocesan Director</li> </ul>
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.	
<b>Fundraising</b>	
7. Maintaining a keen focus and unflagging 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"> <li>• Increase in number of donors and bequestors attributed to the activities of Diocesan Director.</li> <li>• Increase in fundraising attributed to the activities of Diocesan Director.</li> </ul>
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.	

<p>12. Providing a contact point and maintaining strong relationships and networks to ensure the retention of existing donors, particularly regular donors and bequestors.</p>	<ul style="list-style-type: none"> <li>•</li> </ul>
<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><b>Managerial</b></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"> <li>• Diocesan financial budget and transparency management via:             <ul style="list-style-type: none"> <li>○ Provision of recommendations to the budget for the year in keeping with the national program and operational plan.</li> <li>○ Ensuring that the activities, initiatives and resources required fall with the approved budget, once approved.</li> <li>○ 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.</li> </ul> </li> <li>• Positive representation of CM and achievement of the annual plans of CM.</li> <li>• Open and collaborative work to share own competencies and talents with the broader CM national team and regional teams throughout Australia.</li> </ul>
<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 CM work, health and safety measures and standards.</p>	<ul style="list-style-type: none"> <li>• Safe work practices are observed in accordance with training and instruction given.</li> <li>• Risks/hazards are identified and reported where appropriate, in order to eliminate or prevent the risk recurring.</li> <li>• Consultative processes provided by CM are engaged.</li> </ul>
<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"> <li>• Commitment to the safety and well being of all children and vulnerable adults is shown.</li> <li>• Upholding of the rights of children as stated in the United Nations Convention on the Rights of the Child, to which Australia is a signatory.</li> <li>• Ensuring that the programmes offered to children and vulnerable adults, and the environment in which the programmes are delivered, are safe.</li> </ul>
<p><b>Challenges of the Position</b></p>	
<ul style="list-style-type: none"> <li>• Developing relationships with key Catholic stakeholders throughout the diocese.</li> </ul>	
<ul style="list-style-type: none"> <li>• Developing a pool of parish appeal speakers.</li> </ul>	
<ul style="list-style-type: none"> <li>• Establishing relationship with existing regular and major donors and expanding this base, and doing this within the limited timeframe of working part-time.</li> </ul>	

Person Specification	
<b>Essential</b>	<p><b>Knowledge</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Hold an affinity for Catholic values and beliefs, principals of justice, human rights and Catholic Social Teaching, and for CM’s stated aims (<a href="http://www.catholicmission.org.au">www.catholicmission.org.au</a>)</li> <li>3. An understanding of the structure of the Catholic Church.</li> <li>4. Tertiary qualifications at degree level in a relevant discipline (Theology, Education, Fundraising, Management, or Sales and Marketing).</li> </ol>
<b>Essential</b>	<p><b>Experience</b></p> <ol style="list-style-type: none"> <li>1. Demonstrated involvement in the Catholic Church in your parish.</li> <li>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.</li> <li>3. Proven experience in building excellent rapport with individuals and groups; and networking ability within your diocese and regional area of Australia.</li> </ol>
<b>Essential</b>	<p><b>Skills</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Proven significant capability to organise tasks, achieve targets and manage competing priorities in a professional and proactive manner.</li> <li>3. Sound computer skills to prepare documents, presentations and spreadsheets. Ideally experienced with professional use of social media.</li> <li>4. Current car driver’s licence and willingness to travel throughout the diocese, including evening and weekend work.</li> </ol>
<b>Other</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> A Criminal History Check is required for this position.</li> <li><input checked="" type="checkbox"/> A Working with Children Check is required for this position.</li> <li><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.</li> <li><input checked="" type="checkbox"/> Appointment to this position is subject to successful completion of a probationary period of six (6) months and, in accordance with Catholic Mission Statutes, is for a maximum term of five (5) years at a time</li> <li><input checked="" type="checkbox"/> Three referees are required, of whom one should be the applicant’s parish priest.</li> <li><input checked="" type="checkbox"/> Evening and weekend work is required. 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.</li> </ul>

Key Stakeholders/Relationships	
<b>Internal</b>	<ul style="list-style-type: none"> <li>• National Director</li> <li>• Deputy National Director</li> <li>• Diocesan Support Director</li> <li>• Director of Mission Formation</li> <li>• Human Resources Director</li> <li>• Fundraising Manager</li> <li>• Program Director</li> <li>• Donor Services team</li> <li>• Diocesan directors throughout Australia</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Bishop</li> <li>• Diocesan clergy, priests and religious brothers, religious sisters, lay leaders in diocesan and parish roles</li> <li>• Supporters and donors of Catholic Mission</li> <li>• Volunteers for Catholic Mission</li> <li>• Parish teams: pastoral associates, parish priests, parish secretaries, parish committees and groups</li> <li>• School teams – administrators, teachers and senior school leadership</li> <li>• Other Catholic and non-Catholic organisations that collaborate with Catholic Mission</li> </ul>

PREPARED BY		AUTHORISATION: 1 <sup>st</sup> Level	
<b>Name</b>	Sharon Messina	<b>Name</b>	Brian Lucas
<b>Position Title</b>	HR Director	<b>Position Title</b>	National Director
<b>Date</b>	23/01/2019	<b>Date</b>	23/01/2019