



# AUSTRALIAN JESUITS - ROLE DESCRIPTION

## Bookends Project Officer

Aboriginal and Torres Strait Islander Peoples (ATSI)  
Refugee & People Seeking Asylum (R&PSA)

### ORGANISATIONAL OVERVIEW

Founded by St Ignatius Loyola more than 450 years ago, the Society of Jesus (also known as the Jesuits) is an international religious order of priests and brothers within the Catholic Church committed to service in the world in a variety of ways.

The Jesuit presence in Australia began in 1848 and the Australian Province of the Society of Jesus now comprises more than 100 Jesuits. They work in over 30 ministries in companionship with some 1800 women and men who share the Ignatian vision of the service of faith and the promotion of justice.

Values	Foundations of Mission
<ul style="list-style-type: none"><li>▪ <b>Welcoming:</b> forming strong, faithful relationships</li><li>▪ <b>Discerning:</b> being reflective and strategic in all we do</li><li>▪ <b>Courageous:</b> standing up boldly to effect change</li></ul>	<ul style="list-style-type: none"><li>▪ <b>Ignatian Spirituality</b></li><li>▪ <b>Solidarity between Jesuit and Lay</b></li><li>▪ <b>Mission with the Poor</b></li></ul>
Universal Apostolic Preferences	Province Priorities
<ul style="list-style-type: none"><li>▪ <b>Show the way to God through the Spiritual Exercises and discernment</b></li><li>▪ <b>Walk with the poor, the outcasts of the world, those whose dignity has been violated in a mission of reconciliation</b></li><li>▪ <b>Collaborate in the care of our common home</b></li><li>▪ <b>Accompany young people in the creation of a hope-filled future</b></li></ul>	<ul style="list-style-type: none"><li>▪ <b>Nourish our ministries through Ignatian Spirituality</b></li><li>▪ <b>Heal Humanity and our World</b></li><li>▪ <b>Form the Young in a Faith Seeking Justice</b></li><li>▪ <b>Strengthen Jesuit and Lay Partnership in Mission</b></li><li>▪ <b>Serve Christ Through the Church within our Jesuit and Ignatian Tradition</b></li></ul>

#### Call to Mission

The spirit of the Lord is upon me,  
because he has anointed me to bring good news to the poor.  
He has sent me to proclaim release to the captives and recovery of sight to the blind,  
to let the oppressed go free, to proclaim the year of the Lord's favour. (Luke 4:18-19)

## ORGANISATIONAL RESPONSIBILITIES

### Ignatian Spirituality

- To support and nurture the Province's Catholic ethos and Ignatian charism.
- Participation and completion of Ignatian Induction and Ignatian Formation.

### Positive Working Relationships

- Manages self so as to work collaboratively and productively as part of a well-functioning and dynamic team that contributes positively to the work of the Province, its values and the Three Foundations of Mission.
- Facilitates good, productive and appropriate working relationships with all organisations that come under the umbrella of the Province.
- Works closely with the relevant people in all of the Jesuit ministries to support the fostering of Ignatian Spirituality as a lived reality within these Ministries.
- Initiates and maintains contacts with a broad range of people and community organisations to support the work of the Society being completed in the most effective and efficient manner.

### Respect

- Behaves in a culturally and linguistically sensitive manner that respects everyone regardless of their background, gender, sexuality, ethnicity or ability.
- Provides and promotes an environment of mutual respect, dignity and fairness – free from discrimination, harassment, victimisation, bullying and violence to ensure that acceptable standards of conduct are maintained at all times and takes appropriate action if unacceptable conduct is observed.

### Quality Assurance and Continuous Improvement

- Attends relevant meetings, workshops, conferences and training, as required.
- Becomes familiar with and follows the Province's quality and standard policies, procedures and management instructions.
- Is open to new ways of doing things that enhance working in an environment that subscribes to the Ignatian way.
- Strives for continuous improvement in the quality system and work practices by being alert to opportunities for improvement.

### Occupational Health and Safety

- Complies with the requirements of relevant Work, Health and Safety (or Occupational, Health and Safety) Acts and related procedures developed by the Mission.
- Works in a manner that considers duty of care for self and others and be safety conscious at all times.
- Reports inappropriate behaviours which endanger self or others including bullying and other harassing behaviours / incidents.
- Reports to work physically and psychologically fit for duty.
- Ensures all work areas are maintained in a safe condition and reports (to manager) if they are not.
- Completes site induction (where necessary).

## ROLE SPECIFICATIONS

Position Structure		
<b>Organisation:</b>	Society of Jesus in Australia	<b>Division:</b> Social Ministries
<b>Award/Agreement and classification:</b>	Fixed Term Contract - Award Free 0.8 FTE Based in Hawthorn, Victoria	
<b>Reporting structure:</b>	Reports to	Executive Officer and Provincial Assistant, Jesuit Social Ministries Australia
	Direct Reports	Nil

### Position Objective

In response to the Jesuit Universal Apostolic Preference *‘To walk with the poor, the outcasts of the world, those whose dignity has been violated, in a mission of reconciliation and justice’*, and the Australian Jesuit Province Apostolic Plan 2019 – 2024 second priority to *‘Heal humanity and our world’*, we have been explicitly called to *‘Build upon the Bookends Project to make a particular commitment to ongoing reconciliation with our First Nations people and accompanying and advocating for refugees and people seeking asylum’*.

The primary objective of the Bookends Project Officer role is to address the explicit call to build upon the Bookends Project through supporting the Executive Officer Provincial Assistant Jesuit Social Ministries Australia in implementation of Universal Apostolic Preferences and Province Priorities of the Australian Jesuit Province Apostolic Plan (2019 – 2024).

### Position Specific Responsibilities

#### KEY TASKS

- Develop relationships with keys stakeholders across Jesuit ministries to foster a culture of trust and understanding.
- Foster and increase awareness, knowledge and personal relationships with Australian Indigenous Peoples, Refugees and People Seeking Asylum within Jesuit ministries and broader Australian society to enable a more personal and relational understanding of their situation.
- Foster and improve understanding of our ethical responsibility as Christians and global persons to stand in solidarity with Australian Indigenous Peoples and Refugees and People seeking asylum while bringing to life our Catholic Social Teaching principles and Jesuit Ignatian tradition
- Develop and foster inclusive opportunities for Australian Indigenous Peoples and Refugees and People Seeking Asylum within our Jesuit Ministries and the broader Australian Society.
- Form an advisory committee to assist in growth and effectiveness of the Bookends project inclusive of ATSI and R&PSA across our ministries.
- Explore the implementation of a welcoming, culturally safe, Australian Indigenous culture training program for all Jesuit ministry staff.
- Develop and update resources for ministries related to websites, publications, social media related to the Bookends ATSI aspect.
- Collaborate with Jesuit Refugee Services advocacy staff to engage with other Refugee and People Seeking Asylum organisations to garner interest in collaborative advocacy projects and forums.

- Explore strategic relationships & network beyond the Jesuit sector to develop new initiatives and responses to issues related to the Bookends Project.
- Produce an annual report reflecting the progress of Jesuit ministries against the Bookends Project.
- Any other duties as directed by the Provincial Assistant for Social Ministries

**Safeguarding Children and Young People**

The Australian Province of the Society of Jesus takes child protection seriously, you are required to meet the behaviour standards outlined in our Code of Conduct. All employees receive a copy of the Code of Conduct as part of their induction.

Therefore, as a part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people;
- Promote the safety and wellbeing of children and young people to whom we provide services;
- Ensure that your interactions with children and young people are positive and safe;
- Provide adequate care and supervision of children and young people in your charge;
- Act as a positive role model for children and young people;
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management;
- Maintain a valid Working with Children Check; and
- Undergo periodic ‘national criminal history record’ checks and report any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people.

**Selection Criteria**

Mandatory Requirements	
<ul style="list-style-type: none"> <li>• Authentic, honest and highly trustworthy person committed to spiritual growth.</li> <li>• A current Working with Children Check</li> <li>• A current National Criminal Record Check</li> <li>• Demonstrated ability to manage time and be a self-starter</li> <li>• Demonstrated ability to work in complex environments proactively, positively and as a team player</li> <li>• Understanding of and background in project management.</li> <li>• Possesses the ability to prioritise and follow through effectively.</li> <li>• Competent in using MS Office and online database/reporting systems.</li> <li>• Drivers Licence and access to a reliable &amp; comprehensive insured vehicle</li> </ul>	
Qualifications	
<ul style="list-style-type: none"> <li>• A tertiary qualification (desirable)</li> </ul>	
Professional Experience	
<p>Work history that demonstrates:</p> <ul style="list-style-type: none"> <li>• An understanding of how human services organisations work and succeed.</li> <li>• Experience in strategic thinking and strategic planning, preferably related to ATSI and R&amp;PSA issues and opportunities.</li> </ul>	<p><input checked="" type="checkbox"/>desirable or <input type="checkbox"/>mandatory</p> <p><input type="checkbox"/>desirable or <input checked="" type="checkbox"/>mandatory</p>

<ul style="list-style-type: none"> <li>• Experience delivering workshops, training and facilitating group sessions.</li> <li>• Experience coordinating and supervising volunteers.</li> <li>• Successful experience in developing projects and programs within this area</li> </ul>	<input checked="" type="checkbox"/> desirable or <input type="checkbox"/> mandatory  <input checked="" type="checkbox"/> desirable or <input type="checkbox"/> mandatory <input type="checkbox"/> desirable or <input checked="" type="checkbox"/> mandatory
<b>Key Knowledge Areas</b>	
<ul style="list-style-type: none"> <li>• Understanding of the characteristics of a Jesuit approach to social issues and the Society's commitment to a faith that does justice.</li> <li>• Understanding of the Australian social, cultural, and political context and its relationship with Catholic Social Teaching.</li> <li>• An understanding and a desire to grow in the following areas: Ignatian spirituality and values.</li> <li>• Understanding of contemporary issues and context of Australian Indigenous Peoples and Culture, and Refugees &amp; People Seeking Asylum.</li> </ul>	<input checked="" type="checkbox"/> desirable or <input type="checkbox"/> mandatory  <input type="checkbox"/> desirable or <input checked="" type="checkbox"/> mandatory  <input type="checkbox"/> desirable or <input checked="" type="checkbox"/> mandatory  <input type="checkbox"/> desirable or <input checked="" type="checkbox"/> mandatory
<b>Key Person Skills/Abilities</b>	
<ul style="list-style-type: none"> <li>• Positively influences others at all levels of an organisation</li> <li>• Ability to exercise leadership and plan strategically</li> <li>• Builds effective networks and creates consensus around the best way to deliver organisational objectives</li> <li>• Proven ability in resource management</li> <li>• Capacity if necessary to facilitate the functioning of a virtual office</li> <li>• Drives actions, enables outcomes, and facilitates behaviours that are aligned with the organisation's strategic objectives and priorities;</li> <li>• Has outstanding people management skills with the ability to motivate and inspire team members to achieve their personal best;</li> <li>• Excellent oral, written and interpersonal communication and listening skills; and</li> <li>• Possesses a demonstrable ability to execute day-to-day tasks and work independently.</li> </ul>	<input type="checkbox"/> desirable or <input checked="" type="checkbox"/> mandatory