

POSITION DESCRIPTION (PD)

Diocesan Director - Diocese of Archdiocese of Sydney and of the Dioceses of Broken Bay and of Parramatta

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

Position Title (Generic):	Diocesan Director	Position Title (Specific):	Diocesan Director – Diocese of the Archdiocese of Sydney and the Dioceses of Broken Bay and of Parramatta and Mentor to NSW/ACT Diocesan Directors
Reporting to:	National Director	Direct Reports:	None
Position Location:	Diocese BROKEN BAY/PARRAMATTA/SYDNEY	Position Code:	MDD-FT
Full Time Equivalent (FTE):	Full-time=1.0FTE	Date:	23/11/2022
Financial Authority:	<input checked="" type="checkbox"/> Authority level to \$3000 <input checked="" type="checkbox"/> Credit card to monthly cap of \$3000	Rem Code:	HI
		Rem Steps:	From: S29 To: S46
		Award	No Award - ACBC guidelines
About Catholic Mission	<p><i>Our Vision</i> 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><i>Our Mission</i> 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.” (John 13:34)</i></p>		
Purpose of Role	<p>The Diocesan Director (MDD) of the Archdiocese of Sydney and the Dioceses of Broken Bay and of Parramatta (SBB) works within each of these Dioceses in conjunction with the Bishops 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 MDD 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, 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> <p>Finally, the role acts as Mentor to the Diocesan Directors in regional NSW and the ACT.</p>
Primary Duties & Key Performance Indicators (KPIs)	
Key Responsibility Areas – Expected End Results	Key Performance Indicators (KPIs) – Measures of Success
Mission Inspired Identity	
<p>1. 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.</p> <ul style="list-style-type: none"> 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 and fundraising such as Mission Ambassadors attributed to the activities of the Diocesan Director. Increase in the number of adults involved in mission formation and fundraising such as Mission Ambassadors attributed to the activities of the Diocesan Director.
<p>2. 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.</p>	
Fundraising and Community Engagement (Projects that Transform)	
<p>3. 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:</p> <ul style="list-style-type: none"> Constantly developing, maximising and supporting a national database of contributors and supporters to ensure that CM can maintain contact with contributors and supporters. 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. 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. 	<ul style="list-style-type: none"> Increase in the number of donors and bequestors attributed to the activities of the Diocesan Director. Increase in fundraising attributed to the activities of the Diocesan Director.
<p>4. 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"> 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. 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>5. 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.</p>	<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.

<p>6. 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.</p>	<ul style="list-style-type: none"> • Increase in the number of adults involved in mission formation attributed to the activities of the Diocesan Director
<p>Person Centred Engagement</p>	
<p>7. As agreed within the annual operational plans, provision of opportunities for individual growth and development, both in formation and in professional competencies, for self and any diocesan employees.</p>	<ul style="list-style-type: none"> • Taking advantage of learning opportunities indicated within the individual Performance Development and Review (PDR) plan for yourself and individuals that you are supervising or mentoring. • These need to be in accordance with CM's Continuing Professional Development (CPD) policy/procedure.
<p>8. Work to improve donor and supporter journeys and communication across all touchpoints, streamlining backend processes to ensure an integrated approach to donor care.</p>	<ul style="list-style-type: none"> • Ensure application of best practice is adopted for donors and supporters.
<p>Future Proofing the Organisation (Management)</p>	
<p>9. 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"> • Ensuring the careful and fully reconciled transfer of any funds received to the appropriate CM account. • Establishing, monitoring and delivering of targets and financial arrangements as agreed each financial year. 	<ul style="list-style-type: none"> • The annual operational plan is implemented each financial year in a timely manner. • 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.
<p>10. Provide mentoring to regional DDs within NSW and the ACT in respect of their annual Performance Goals/Key Performance Indicators, Operational Plans and annual Budgets.</p>	<ul style="list-style-type: none"> • Ensuring that Annual Operational Plans and Budgets are agreed with Regional Diocesan Directors by 30 Nov each year. • Ensuring that Performance Development and Review (PDRs) are conducted with Regional DDs annually in Feb-Mar and agreed. • Ensuring that Performance Development and Review (PDRs) are conducted with all staff within the metropolitan diocesan support office annually in Feb-Mar and agreed.
<p>11. Responsible for a positive and safe workplace for employees, volunteers and visitors to CM in the diocese.</p> <ul style="list-style-type: none"> • Comply with CM work, health and safety measures and standards. 	<ul style="list-style-type: none"> • Safe work practices are observed in accordance with training and instruction given. • Risks/hazards are identified and reported where appropriate, in order to eliminate or prevent the risk recurring. • Consultative processes provided by CM are engaged.

<p>12. 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"> • Commitment to the safety and well being of all children and vulnerable adults is shown. • 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. • Ensuring that the programmes offered to children and vulnerable adults, and the environment in which the programmes are delivered, are safe.
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Challenges of the Position

- Developing relationships with key Catholic stakeholders throughout the diocese.
- Developing a pool of parish appeal speakers (Mission Ambassadors both adults and students).
- 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	<p>Knowledge</p> <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	<p>Experience</p> <ol style="list-style-type: none"> 1. Demonstrated involvement in the Catholic Church in your parish. 2. Proven professional experience of at least five (5) 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. 4. Proven experience in staff supervision and mentoring.
Essential	<p>Skills</p> <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. Solid stakeholder management experience. 4. Sound computer skills to prepare documents, presentations and spreadsheets. Ideally experienced with professional use of social media. 5. 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"/> 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"/> 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

	<p>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.</p> <ul style="list-style-type: none"> <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 <input checked="" type="checkbox"/> Three referees are required, of whom one should be the applicant’s parish priest. <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. <input checked="" type="checkbox"/> You must be up-to-date with your COVID vaccinations. <input checked="" type="checkbox"/> You will receive a mobile phone allowance of \$325.00 per annum.
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Key Stakeholders/Relationships

Internal	<ul style="list-style-type: none"> • National Director • Deputy National Director • Diocesan Support Director • Director of Mission Formation • Human Resources Director • Fundraising Manager • Program Director • Donor Services 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 Catholic Mission • 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		AUTHORISED BY	
Name	Sharon Messina	Name	Peter Gates
Position Title	HR Director	Position Title	Deputy National Director
Date	23 Nov 2022	Date	24 Nov 2022
AUTHORISED BY			
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