



POSITION DESCRIPTION

POSITION TITLE:	Formation for Mission Officer
REMUNERATION SCALE:	Diocesan Level 4
REPORTS TO:	Director of Mission and Pastoral Life
FULL TIME EQUIVALENT:	Full-time
HOURS PER WEEK	37.5
LOCATION:	Bendigo
AUTHORISED BY:	Director of Mission and Pastoral Life

Primary Objectives

The Formation for Mission Officer is accountable to the Director of Mission and Pastoral Life and is responsible for leading the operational dimension of formation throughout the Diocese. The Formation for Mission Officer is a member of the Sandhurst Mission and Pastoral Life Team. The role requires an understanding of, and commitment to, the teachings of the Catholic Church and a commitment to the philosophy and core values of the Catholic Diocese of Sandhurst together with the ability to provide guidance, encouragement, knowledge, clarity, training, capacity building, mentoring and advice.

Major Accountabilities

1. Provision of administrative, strategic and operational support to the Director of Mission and Pastoral Life.
2. Development and implementation of highly effective formation programs that encourage active participation in the mission and pastoral life of the Church.
3. Build effective relationships with all stakeholders working in the areas of formation for mission especially Clergy, Parish Teams, Parish Pastoral Councils, Parishioners, other ministries and Catholic entities throughout the Diocese.

The following accountabilities may be varied from time to time according to the priorities of the diocese:

4. Liaise with Pastoral Associates, Parish Co-ordinators, and employees and volunteers in other parish-based roles in facilitating key diocesan mission and pastoral imperatives.
5. Source, design, lead and create programs and resources to support the formation of parishioners, volunteers, parish staff and diocesan staff.
6. Collaborate with diocesan staff and staff in related entities in the renewal and implementation of the "Steps in Faith" sacramental program.
7. Co-ordinate the provision of ministry supervisors and spiritual directors for the diocese.
8. Develop working relationships with other Catholic Dioceses, entities, and services as part of growing the mission of the Catholic Church.
9. Co-ordinate and provide support to the diocesan Pastoral Associates and Parish Coordinators Network.



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Organisational Environment

The mission of the Diocese is to proclaim the Reign of God and continue the mission of Jesus, under the direction and inspiration of the Holy Spirit. The values of peace, forgiveness, justice, love, and healing which Christ lived and modelled in his own ministry are the same values of the Diocesan community. The Diocese contributes to the life and mission of the Catholic community in Australia.

The Diocese is a child safe and equal employment opportunity employer. It has a zero-tolerance of any abuse to children; it encourages applications from Aboriginal and Torres Strait Islander peoples and people from culturally and/or linguistically diverse backgrounds.

The Chancery as the administrative arm of the Diocese is responsible for the support of the Bishop of Sandhurst and the missionary focus and aspiration of the Diocese including Formation, Youth Ministry and Communications as well as Finance, Archival, and Information Technology support services.

The Formation for Mission Officer reports directly to the Director of Mission and Pastoral Life on matters related to leadership of the development and implementation of formation in the Diocese.

Safety of Children and Vulnerable Adults

- Ensure compliance with the Catholic Diocese of Sandhurst commitment to best practice in the care and safety of children and vulnerable adults.
- Every person involved in the Catholic Church has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.
- Understand the process for reporting allegations or concerns of possible abuse.

Risk and Occupational Health and Safety

- Observe safe work practices in accordance with training and instruction given and report any risk to your immediate supervisor. Risks arising in the workplace may be financial, site, task, or person specific or related to safety.
- Promote and implement occupational health and safety and risk mitigation processes within your workgroup.
- Comply with Diocesan occupational health and safety practices
- Identify, report and where appropriate, action risks/hazards to eliminate or mitigate against the risk recurring.
- Participate in the consultative processes provided by the organisation.

Key Communications

- Sandhurst Coordinator of Youth Ministry
- Sandhurst Communications Officer
- Sandhurst Mission and Pastoral Life Project Officer
- Director of Clergy Life and Ministry
- Pastoral Associates and Parish Coordinators Network
- Approved Providers of Pastoral Supervision and Spiritual Direction
- Parish Sacramental and RCIA Teams
- Catholic Education Sandhurst
- Caritas/Catholic Earthcare Australia



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- Catholic Mission
- Catholic Theological College, Melbourne

Accountability (Independence and Influence)

- The Formation for Mission Officer will support the Director of Mission and Pastoral Life in the implementation of the strategic and pastoral goals of the Sandhurst Mission and Pastoral Council
- Provide appropriate resources and support for deaneries and parishes of the Diocese, particularly in formation for mission
- Assist in the development and co-ordination of the parish visitation and review program
- Collaborate closely with the members of Mission and Pastoral Life Team and other diocesan ministry roles.
- The Formation for Mission Officer will take reasonable care to protect the health and safety of themselves, fellow staff, and others in the workplace.
- Participate in annual Performance Review and Development process.
- Complete all mandatory training requirements.

Job Environment

The Formation for Mission Officer will undertake a range of functions relating to leading the development and implementation of formation for mission within the Diocese of Sandhurst as directed by the Director of Mission and Pastoral Life.

Reasoning

The Formation for Mission Officer is required to provide an adaptive, hands-on interface with clergy, parish teams, parish pastoral councils, Catholic Education Sandhurst, ministry and other groups that nurture and facilitate the missionary focus and aspirations of the Diocese through co-ordination of activities that realise agreed goals and objectives.

Challenges

- Effective communication of agreed goals and objectives.
- Management of multiple stakeholder expectations and priorities.
- Facilitation of change to existing diocesan practice.
- Effective use of available resources (people, time, finances, expertise, equipment etc.).

Knowledge, Skills and Experience

- An understanding of, and commitment to, the teachings of the Catholic Church and a commitment to the philosophy and core values of the Catholic Diocese of Sandhurst.
- Demonstrated understanding of the missionary imperative of the Church and the importance of formation to this mission.
- Demonstrated involvement with the Catholic Church and proven experience in a theological or formation context within a Catholic environment.
- Demonstrated depth of personal faith.
- In addition to other qualifications held, preference will be given to applicants who can also demonstrate qualifications such as in theology or spiritual leadership.



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- Interpersonal interaction style that instils peace, integrity, and openness to all parties, including providing a welcoming and approachable point of contact.
- Proven capability to present to, lead, influence and negotiate with individuals, community groups and meetings.
- An ability to work well as an integral part of a team.
- A valid driver’s licence is essential.

Position Impact

The Formation for Mission Officer is accountable for all administrative and financial decisions in the accordance with the normal operations of their role within approved delegations and Diocesan policies and procedures.

Staffing

- Direct Reports – This position has no direct reports
- Indirect Reports – This position has no indirect reports but may be responsible for functional oversight of tasks and related personnel as required in accordance with their delegated authority.
- Consultants and Contractors – This position may be required to oversight and direct consultants or contractors as authorised by the Director of Mission and Pastoral Life or in accordance with their delegated authority.

Annual review

The position and incumbent will be subject to a formal annual performance review against key performance indicators and to establish future goals and objectives.

Criminal Screening and Working Rights

The successful candidate **MUST** provide:

1. a current **Police Record Check**, and
2. **Working with Children Check**, and
3. hold **valid Australian working rights**.

POSITION DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed, and fully understand the content of this position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under all conditions as described.

Name _____

Signature _____

Date _____/_____/_____

Section Criteria following (please turn to next page)



SELECTION CRITERIA

1. A comprehensive understanding of, and commitment to, the teachings of the Catholic Church and a commitment to the philosophy and core values of the Catholic Diocese of Sandhurst.
 2. Demonstrated depth of personal faith and proven experience in a theological or formation context within a Catholic environment.
 3. A demonstrated understanding of the missionary imperative of the Church and the importance of formation to this mission.
 4. In addition to other qualifications held, preference will be given to applicants who can also demonstrate qualifications such as in theology or spiritual leadership.
 5. Interpersonal interaction style that instils peace, integrity, and openness to all parties, including providing a welcoming and approachable point of contact.
 6. Proven capability to present to, lead, influence and negotiate with individuals, community groups and meetings.
 7. A demonstrated ability to undertake and achieve agreed objectives and key result expectations; and
 8. Ability and willingness to undertake the relevant employee screening processes, including the provision of a National Police Criminal History Check and Working with Children Check to the satisfaction of the Catholic Diocese of Sandhurst.
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