

The Cardoner Network



POSITION / ROLE DESCRIPTION

Position Title: Formation Programme Coordinator

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.

Begun in 2010, The Cardoner Project now known as The Cardoner Network was a response to the desire of young adults for Catholic faith Formation in the Ignatian tradition. It is a young adult ministry of the Australian Jesuits, a Catholic Religious Order. Its current centre in Chippendale, in the middle of the University precinct, was purchased in April 2013 and now houses a variety of interconnected programmes.

Vision

To develop transformative leaders of the Church and society to influence and shape a more just and Christ-like world.

Foundations of Mission

To deepen the human, spiritual and intellectual Formation of young adults grounding them in a love of the poor at the service of the Church.

Values

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| <ul style="list-style-type: none">• Hospitable• Christ-centred• Committed to the Church• Collaborative | <ul style="list-style-type: none">• Passionate• Encouraging• Seeking solidarity |
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Universal Apostolic Preferences

- To show the way to God through the Spiritual Exercises and discernment
- To walk with the poor, the outcasts of the world, those whose dignity has been violated in a mission of reconciliation
- To collaborate in the care of our common home
- To accompany young people in the creation of a hope-filled future

ORGANISATIONAL RESPONSIBILITIES

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 overall work of the Australian Province of the Jesuits
- Encourages a climate of innovation and entrepreneurial spirit across all programmes, and to influence the broader Province culture.
- Works closely with the relevant people in all of the Jesuit ministries to ensure that a living Catholic practice and faith and Ignatian spirituality is fostered and lived within those ministries
- Initiates and maintains contacts with a broad range of people and community organisations to ensure that the work of The Cardoner Network can be 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

- 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 Cardoner Network
- 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)

Ignatian Spirituality and Catholic Faith

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

Part 1: POSITION SPECIFICATIONS

Position Structure			
Organisation:	The Cardoner Network	Division:	Two Wolves Leadership Collective
Award/Agreement and classification:	None		
Reporting structure:	Reports to	Rector	
	Direct Reports	NA	
Position Objective			
<p>The primary responsibilities of the role are:</p> <ul style="list-style-type: none"> • To help build a community of young adults and implement Formation events and programmes, including retreats, to help young adults to develop faith and leadership commitments to be witnesses in service to those in need • To build and maintain relationships with relevant decision makers in schools, in order to “sell in” programmes and workshops to be delivered by young adult members of The Cardoner Network • To assist with the content creation and delivery of programmes and workshops for the post-school young adult and senior high school students • To assist with the recruiting and training of programme presenters • To be a collaborative team member, willing to assist other members of the Network as required. 			

Position Specific Responsibilities
<ul style="list-style-type: none"> • Build relationships with young adults and facilitate opportunities for them to come together, especially by utilizing space at 202 Broadway, Chippendale • Build and maintain relationships with schools; including Jesuit, Jesuit companion, Catholic Independent and Catholic Systemic Schools. • Develop an understanding of the type of Formation offerings the schools would want, and seek to ensure that our programmes/workshops cater to these needs where appropriate • Organize regular Formation events at 202 Broadway, possibly including lunches, dinners and other gatherings • Assist in planning and delivering off-site overnight retreats for young adults • Support the Formation programme of the In-Community and With-Community offerings • Work with the Rector to recruit and select a pool of presenters to help animate the young adult community and deliver the programme schedule throughout the school year • Train and rehearse presenters • Maintain a diary of event bookings and manage the logistics and preparation timelines required, including securing the required presenters, content review, travel and any accommodation logistics and securing of future bookings. • Support the refresh/build/extension of the programmes offered • Ensure invoicing is completed on time and in full (OTIF); in conjunction with the Finance Manager • Review the pricing structures and presenter compensation • Work with/brief the marketing team to deliver supporting materials both digital and hard copy

- Ensure the presenters help advertise the opportunity to join/support the Cardoner works and experiences
- Any other tasks as directed by the Rector

Safeguarding Children and Young People

Our organisation 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 valid 'working with children' documentation
- undergo periodic 'national criminal history record' checks
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people

Part 2: Selection Criteria

Mandatory Requirements

- Working With Children Check – Paid Employee
- Police Check
- Demonstrated ability to manage time and be a self-starter
- Able to work in a team environment

Qualifications

- Teaching or Theology qualifications advantageous

Professional Experience

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| <ul style="list-style-type: none"> • Working with youth and young adults • Experience planning and delivering retreat programmes is an advantage | <input type="checkbox"/> desirable <input checked="" type="checkbox"/> mandatory |
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Key Knowledge Areas

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| <ul style="list-style-type: none"> • Good understanding of Catholic faith and practice, including as expressed in Ignatian spirituality • Familiarity with the works and culture of The Cardoner Network advantage | <input type="checkbox"/> desirable <input checked="" type="checkbox"/> mandatory |
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Key Person Skills/Abilities

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| <ul style="list-style-type: none"> • Ability to work independently and as a member of a team | <input type="checkbox"/> desirable <input checked="" type="checkbox"/> mandatory |
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