

POSITION DESCRIPTION

Position	Mary MacKillop Precinct (MMKP) Manager
Location	4 High Street, Kensington SA
Region	CentreWest
Reports to	Regional Leader
Direct Reports	Staff and Volunteers
Employment Type/Term	Fulltime, two years fixed term
Date	January 2023

ORGANISATIONAL CONTEXT:

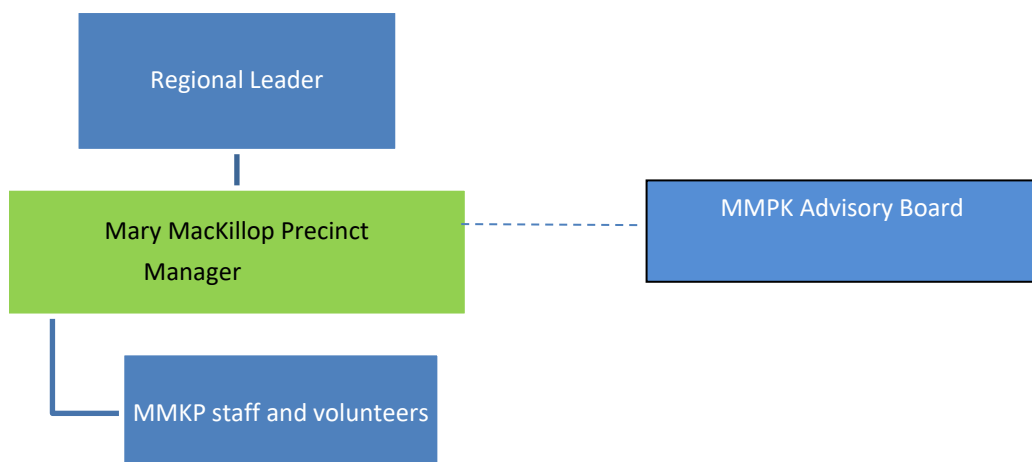
The Sisters of Saint Joseph of the Sacred Heart (SOSJ) are women who continue God’s mission by immersing themselves in the midst of life to empower others life and bring hope. Education, in its broadest sense, remains their main work. Founded in 1866, the organisation operates as a registered charity with central offices in Sydney, Regions in Australia, New Zealand, Ireland and a presence in some other countries.

The Congregation is divided into five Regions and each Region is led by a Regional Leader supported by a Regional Leadership Team. The Regional Leadership Team, with the assistance of the local Community Leaders, are assisted in the administration of the Region by the Central Administration Service (CAS) teams in North Sydney and the Regions.

The Sisters in the CentreWest have lived in South Australia since the foundation of the Congregation in Penola in 1866. In 1887, they arrived in Northampton, Western Australia and the Kimberley in 1964. Since 1989 the Sisters have been living in different places in the Northern Territory, Darwin and Timor Leste.

SOSJ are committed to meeting the National Catholic Safeguarding Standards as a way of Sisters, employees and volunteers carrying out the fundamental responsibilities of protecting children and vulnerable adults.

ORGANISATION CHART:



BASIC ROLE PURPOSE:

The purpose of this role is to lead the mission of Mary MacKillop Precinct (MMKP), comprising *Mary MacKillop Museum*, *St Joseph's Chapel* and a conference centre known as *Bethany*, through the provision of strategic and relational leadership and stewardship of the ministry's resources. The incumbent will work closely with the MMKP Advisory Board on the delivery of high-quality services to meet the aspirations of the Strategic Plan.

KEY ROLE ACCOUNTABILITIES:

In carrying out the role, the Manager MMKP is required to meet the following key accountabilities:

1.0 Ethos and Mission

- 1.1 Uphold, through word and deed, the ethos and mission of the Congregation of the Sisters of Saint Joseph
- 1.2 Ensure work activities are in accordance with the ethos and mission of the Sisters of Saint Joseph
- 1.3 Demonstrate a commitment to a deepening understanding of the spirit of the Congregation of the Sisters of Saint Joseph
- 1.4 Actively support the Sisters of Saint Joseph and their Mission
- 1.5 Establish and maintain harmonious working relationships with colleagues and Sisters in the community
- 1.6 Contribute to a climate of hospitality and welcome.

2.0 Position responsibilities

The responsibilities will include but are not limited to:

2.1 Leadership and Management

- 2.1.1 Ensure that high standards of professional practice, administration and resources are maintained.
- 2.1.2 Drive the delivery of the Strategic Plan.
- 2.1.3 Provide leadership to staff and volunteers through consultation and facilitating teamwork.
- 2.1.4 Manage the performance of staff and the recruitment and induction of new staff and volunteers.
- 2.1.5 Oversee the management of all visitors to MMKP, facility bookings, confirmation of event registrations and staging of events.
- 2.1.6 Oversee the hospitality and management of groups in Bethany, ensuring all their needs are met, that appropriate assistance is provided and WH&S and Safeguarding responsibilities are met.
- 2.1.7 Oversee the hospitality and management of groups in the Chapel, ensuring all their needs are met, that appropriate assistance is provided and WH&S and Safeguarding responsibilities are met.
- 2.1.8 Manage and oversee the Gift Shop, approving merchandise for sale in the shop.
- 2.1.9 Ensure that properties and facilities are managed and maintained appropriately and liaise with the Congregational Property Manager and/or Regional Resource Coordinator as appropriate/required.
- 2.1.10 Liaise with appropriate Regional Office Staff.
- 2.1.11 Prepare monthly report for the MMKP Advisory Board and attend Advisory Board Meetings.
- 2.1.12 Assist with grant writing and reporting.
- 2.1.13 Maintain professional relationships with other Mary MacKillop Centres.



2.2 Business Development

- 2.2.1 Manage the financial sustainability of MMKP.
- 2.2.2 Prepare and manage the annual budget in collaboration with the Advisory Board.
- 2.2.2 Manage the organisation and evaluation of programmes in faith, spirituality, personal and professional development.
- 2.2.3 Manage the membership of the *Friends of Mary MacKillop Museum*.
- 2.2.4 Periodically review rates charged to museum, Bethany and the chapel and make recommendations to the Advisory Board.
- 2.2.5 Represent MMKP at meetings, conferences and community events and participate in relevant committees.

2.3 Marketing and Communications

- 2.3.1 Oversee the production and distribution of promotional materials e.g. MMK Walk, Yearly Precinct Events Booklet, events flyers, regular e-Newsletters etc.
- 2.3.2 Manage and maintain the website and social media (Facebook and Instagram) presence for MMKP.
- 2.3.3 Promote online gift shop and oversee on-line order fulfilment.
- 2.3.4 Maintain an active database and photo register of events.
- 2.3.5 Through the Mary MacKillop Merchandising Committee (MMMC), approve specific Mary MacKillop merchandise and monitor the use of the image and signature of Mary MacKillop.
- 2.3.6 Maintain integrity of the MMP style guide and associated imagery.
- 2.3.7 Foster community engagement, particularly local area stakeholders (Local Councils/Community Groups).

3.0 Regional/Congregational Responsibilities

- 3.1 Actively demonstrate behaviours consistent with Josephite values, ensuring the spirit of hospitality and quality of the services are in keeping with the tradition of the Sisters of Saint Joseph.
- 3.2 Contribute to effective communication with staff and volunteers.
- 3.3 Demonstrate loyalty to Sisters and colleagues.
- 3.4 Actively contribute to MMKP staff meetings.
- 3.5 Maintain confidentiality of Congregational information in accordance with policy and employment contract obligations.
- 3.6 Follow legal requirements and Congregational policies and procedures.
- 3.7 Provide report to the Congregational Chapter every six years.

4.0 Professional Development

- 4.1 Participate in the performance review/feedback process.
- 4.2 Undertake personal and professional development programs.
- 4.3 Evaluate performance of direct reports and ensure that approved personal and professional development activities are undertaken.

5.0 Work Health Safety (WHS) and Safeguarding

- 5.1 Maintain a duty of care for own health and safety and all others in the workplace.
- 5.2 Undertake WHS and Safeguarding training and updates as required.
- 5.3 Ensure that the Congregational policies and procedures around the Safeguarding of Children and Vulnerable Adults are implemented.

- 5.4 Manage and oversee all compliance and HR matters of staff and volunteers, including training around WH&S, secure workplace and risk management.
- 5.5 Report workplace hazards and risks to CentreWest Regional WH&S Coordinator.

6.0 Other

Engage in other duties commensurate with skills and experience.

7. Key Performance Indicators

Annual KPIs will be agreed as part of the SOSJ Performance Planning and Review Framework.

Function	Performance Indicators
1. Ethos and Mission	Evidence of active support for the work of the Congregation and its Mission.
2. Role responsibilities	Completion of duties as indicated in item # 2.0 above.
3. Service and teamwork	Evidence of service delivery to agreed standards and positive feedback from stakeholders received.
4. Contribution to workplace culture and values	Evidence of effective collaborative, professional relationships and communication with Sisters, colleagues and volunteers which result in the creation of a Josephite ethos in Mary MacKillop Precinct that is shared with/transmitted to all who visit the Precinct.
5. Quality administration	Evidence of timely and accurate documentation and records as applicable to the role
6. Professional development	Evidence of engagement in appropriate professional development and application to role

8. Qualifications, Experience and Competencies

Essential

- 8.1 Relevant undergraduate qualification with substantial experience in educational, service delivery or venue management or a combination of equivalent training and experience.
- 8.2 Collaborative, empowering leadership.
- 8.3 High level professional communications skills (oral and written).
- 8.4 Experience in volunteer management.
- 8.5 Experience in managing staff and administrative/financial matters.
- 8.6 Computer skills at intermediate level, specifically MS Office.
- 8.7 Knowledge and expertise in the management of an active database, (knowledge of a CRM system like Mailchimp or similar).
- 8.8 Planning, posting and writing skills, particularly in the content management of websites, social media platforms and collateral promotional materials.
- 8.9 Experience in event management, familiarity with Eventbrite or Try Booking (for example).
- 9.10 Ability to engage with peak bodies and network with like organisations.



Desirable

- 9.11 Knowledge of the Josephite Charism and story and openness to ongoing learning.
- 9.12 Background in Museology.
- 9.13 Ability to engage with the wider community, fostering relationships and promotion.
- 9.14 eCommerce experience.

The Incumbent in this role is required to obtain and hold a valid Child Compliance Check as per the Compliance Check Policy and be fully vaccinated as per the Vaccinations Policy.

I confirm that this position description is an accurate reflection of the responsibilities of this position:

M Mawasi

Manager

27/1/23

Date