

**POSITION DESCRIPTION (PD) FOR Diocesan Parish Appeals Coordinator**

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

<b>Position Title (Generic):</b>	Coordinator	<b>Position Title (Specific):</b>	Diocesan Parish Appeals Coordinator
<b>Reporting to:</b>	Diocesan Director - Melbourne or in absence of Diocesan Director, to the National Director and/or Deputy National Director	<b>Direct Reports:</b>	none
<b>Position Location:</b>	Diocese MELBOURNE If Other, please identify: <a href="#">Click here to enter text.</a>	<b>Position Code:</b>	DPAC-PT
<b>Full Time Equivalent (FTE):</b>	22.5hpw=0.6FTE Fixed Term 18 months	<b>Date:</b>	24/04/2023
<b>Financial Authority:</b>	<input checked="" type="checkbox"/> Authority level to 0 <input checked="" type="checkbox"/> Credit card to monthly cap of 0	<b>Rem Code:</b>	CD
		<b>Rem Steps:</b>	From: S09 To: S16
		<b>Award</b>	No Award - ACBC guidelines
<b>About Catholic Mission</b>	<p><b>Our Vision</b> That all may have life in Christ.</p> <p><i>"I came that they may have life, and have it abundantly." (John 10:10)</i></p> <p><b>Our Mission</b> 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"> <li>• proclaim the Gospel</li> <li>• serve people in need</li> <li>• act for peace, justice and creation</li> </ul> <p>in partnership with local churches so that all may have life in Christ.</p> <p><i>"Love one another. Just as I have loved you, you also should love one another." (John 13:34)</i></p>		
<b>Purpose of Role</b>	<p>This position exists within the Diocesan Support Team located in Melbourne but servicing the Victorian (VIC)/Tasmanian (TAS) region in the area of Parish Fundraising:</p> <p>The primary focus of this job is to:</p> <ul style="list-style-type: none"> <li>• Recruit and supervise a team of Parish Ambassadors throughout Parishes within the region;</li> <li>• In concert with the Parish Ambassadors, recruit a team of speakers to promote Church appeals in the various parishes in the region;</li> <li>• Oversee a formation program to support a growing team of Parish Mission Ambassadors.</li> </ul>		

Primary Duties & Key Performance Indicators (KPIs)	
Key Responsibility Areas – Expected End Results	Key Performance Indicators (KPIs) – Measures of Success
1. Parish Fundraising – sourcing and developing Parish Ambassadors for parishes throughout the VIC/TAS region.	<ul style="list-style-type: none"> <li>Assemble a team of Parish Ambassadors and train them in the Appeal processes to maximise the promotion of Catholic Mission (CM) in Mission Month.</li> </ul>
2. Parish Fundraising – sourcing and developing Parish Appeal Speakers.	<ul style="list-style-type: none"> <li>In concert with the Parish Ambassadors, recruit speakers and increase the number of parishes utilising these speakers for their Parish Appeals.</li> </ul>
3. Develop a Parish Formation program to support and further develop Parish Ambassadors.	<ul style="list-style-type: none"> <li>Develop a Formation Program for Parish Ambassadors throughout the VIC/TAS region and coordinate a team of educators to provide input for ongoing formation.</li> </ul>
4. Develop a Parish Formation program to support and further develop Pastoral Associates.	<ul style="list-style-type: none"> <li>Build and maintain sustainable relationships with key contacts across the Pastoral Associate network of the Archdiocese of Melbourne.</li> </ul>
5. Comply with CM’s Safeguarding of Children and Vulnerable Adults policy and code of conduct.	<ul style="list-style-type: none"> <li>Comply with best practice for safeguarding children and vulnerable people in accordance with established laws, standards and organisation policy and procedures.</li> <li>Breaches are identified and reported where appropriate, in order to eliminate or prevent the abuse of children and/ or vulnerable people.</li> <li>For those in managerial or supervisory roles: Promote and implement safeguarding training (including induction and ongoing training), safeguarding practices and record-keeping within CM.</li> </ul>
6. Comply with Catholic Mission work, health and safety measures and standards.	<ul style="list-style-type: none"> <li>Comply with best practice for safe work practices in accordance with established laws, standards and organisation policy and procedures.</li> <li>Risks/hazards are identified and reported where appropriate, in order to eliminate or prevent the risk recurring.</li> <li>Consultative processes provided by Catholic Mission are engaged.</li> <li>For those in managerial or supervisory roles: Promote and implement workplace safety training (including induction and ongoing training), practices and record-keeping within CM.</li> </ul>
Challenges of the Position	
<ul style="list-style-type: none"> <li>COVID and post-COVID landscape of parish life.</li> <li>Parish uncertainties and anxiety related to Archdiocesan (Melbourne) re-structure.</li> <li>Time poor Parish Priests.</li> </ul>	

Person Specification			
<b>Essential</b>	<b>Knowledge</b>	<b>Desirable</b>	<b>Knowledge</b>
	<ul style="list-style-type: none"> <li>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.</li> <li>Hold an affinity for Catholic values and beliefs, principles of justice, human rights and Catholic Social Teaching, and for CM’s stated aims (<a href="http://www.catholicmission.org.au">www.catholicmission.org.au</a>)</li> <li>Tertiary qualifications at degree level in a relevant discipline (eg. Theology, Education).</li> </ul>		<ul style="list-style-type: none"> <li>Some experience through overseas work placements which provide insight and knowledge of the relationship between local Church communities in Australia and those whom CM reaches out to.</li> </ul>

<b>Essential</b>	<b>Experience</b> <ul style="list-style-type: none"> <li>• Demonstrated involvement in the Catholic Church in your parish.</li> <li>• Communication to and with a cultural diverse audience.</li> </ul>	<b>Desirable</b>	<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of Church life outside of the weekly Parish Eucharist.</li> </ul>
<b>Essential</b>	<b>Skills</b> <ul style="list-style-type: none"> <li>• Relationship Building – ability to build and maintain effective relationships with others.</li> <li>• Communication – active listening (to clients’ needs/wants), oral, written, presentation and facilitation skills.</li> <li>• Proficient computer skills - MS Office applications</li> <li>• Excellent time management and follow-up skills, and proficient at managing multiple tasks.</li> <li>• Research capability and ability to translate key research learning into clear messages for workshops.</li> </ul>	<b>Desirable</b>	<b>Skills</b> <ul style="list-style-type: none"> <li>• Experience in facilitating groups engaging in formation exercises.</li> <li>• Experience in building teams of people involved in Adult Education.</li> </ul>
<b>Other</b>	<input checked="" type="checkbox"/> All applicants must be eligible to work within Australia. <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"/> Capacity to work outside standard business hours. <input checked="" type="checkbox"/> Commitment to CM’s agency requirements, including attendance at staff and management meetings; completion of all finance and operational reporting requirements as per CM’s policies and/or line manager’s directive, adherence to program, HR and Finance policies and procedures. <input type="checkbox"/> If FTE (full-time equivalent)=1.0, you will receive a Mobile Phone Plan <input type="checkbox"/> If FTE< than 1, than you will be reimbursed mobile phone charges via the <i>Expense Claim Form</i> . <input type="checkbox"/> This position requires occasional travel both internationally and nationally.		

Key Stakeholders/Relationships	
<b>Internal</b>	<ul style="list-style-type: none"> <li>• Diocesan Director.</li> <li>• Members of the Senior Executive Management Team (eg. National Director, Deputy National Director, HR Director, Corporate Services Director).</li> <li>• Mission Formation Manager.</li> <li>• Mission Formation Educator – Adults.</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Parish Priests.</li> <li>• Pastoral Associates.</li> <li>• Religious Orders.</li> <li>• Youth movements and groups.</li> </ul>

<b>PREPARED BY</b>			
<b>Manager's Name</b>	Kevin Meese		
<b>Manager's Position Title</b>	Diocesan Director Melbourne	<b>Date</b>	24/04/2023
<b>REVIEWED BY</b>		<b>AUTHORISED BY</b>	
<b>Name</b>	Sharon Messina	<b>Name</b>	Brian Lucas
<b>Position Title</b>	HR Director	<b>Position Title</b>	National Director
<b>Date</b>	24 Apr 2023	<b>Date</b>	24 Apr 2023