**POSITION DESCRIPTION**

Position Title: Coordinator-Aboriginal Catholic Ministry Victoria

Department: Aboriginal Catholic Ministry Victoria (ACMV)

Location: 434 St Georges Road, Thornbury (with regular travel across Victoria and Melbourne required)

Employment Status: Full-Time (Ongoing)

Reports to: Director – Proclaim Office for Mission Renewal

Number of direct reports: 1

**POSITION PURPOSE**

The Aboriginal Catholic Ministry Victoria is a ministry of the Archdiocese of Melbourne; that supports, forms and presents the voices of Aboriginal Catholic people of Victoria to the wider Catholic Church community.

The primary role of the Coordinator of ACMV is to promote mutual understanding and reconciliation, with pastoral care of Catholic Aboriginals and Torres Strait Islanders and support them in living their faith.

The Coordinator, will establish the priorities for ACMV in collaboration with the Victorian Aboriginal Catholic Council (proposed to be re-established in late 2023) to ensure a vital link between the Archdiocese of Melbourne, the Sandhurst, Sale and Ballarat dioceses, including parishes, the Victorian Catholic Education Offices, and the Aboriginal community throughout Victoria. The role embraces the many facets of networking required to effectively achieve communication across these and other related stakeholders and organizations.

The role is responsible for the coordination and implementation of ACMV initiatives to the Victorian Catholic Indigenous community. This role will take a lead on promoting and preserving the cultural and spiritual needs of the Indigenous Catholic community. This role will include oversight of the ACMV centre/house and staff and volunteers.

The Coordinator will work to be an interface between Indigenous peoples and the Catholic Church, by representing the concerns of Aboriginal and Torres Strait islander peoples and act as an advocate on their behalf. The coordinator will work in collaboration with the Victorian Catholic Bishops and the Office of the Archbishop in establishing and communicating advocacy for Indigenous related policy and campaigns.

The Co-ordinator is employed by the Catholic Archdiocese of Melbourne (CAM), within the *Proclaim: Office for Mission Renewal* and is subject to the ethos which underpins the values of both ACMV and the Catholic Archdiocese of Melbourne. Inherent in all of the above duties is the necessity for the Coordinator of the ACMV to be of Aboriginal or Torres Strait Islander descent.

**DEPARTMENT OVERVIEW**

*Proclaim: Office for Mission Renewal* was established in early 2020 to support the life of the Archdiocese of Melbourne in our aim to strive for ‘the missionary option’ in all we do. In responding to this call, we heed Pope Francis’ words in Evangelii Gaudium to seek 'a missionary impulse capable of transforming everything, so that the Church’s customs, ways of doing things, times and schedules, language and structures can be suitably channelled for the evangelisation of today’s world'. (§27)

The Proclaim team is at the service of parish communities within the Archdiocese, offering strategies, resources and support. The team is divided into three domain areas that direct our efforts:

* *Animation* – focussed on parish renewal with a team of animation consultants who work directly in support of clergy and parish leadership teams.
* *Discipleship* – supporting youth and young adults, campus ministry, family accompaniment and a vocations culture.
* *Formation* – providing publications (including the To Know, Worship & Love texts) and resources for adult faith formation, liturgy, prayer and initiation.

**ORGANISATIONAL DESCRIPTION**

The Archdiocese of Melbourne through its ministries and agencies is at the service of the people of God, planting the Gospel of Jesus Christ into their communities and lives daily.

Presided over by the Archbishop of Melbourne, the Archdiocese comprises around 1.1 million Catholics, and is the largest Archdiocese in Australia with a wide variety of people, cultures and ministries, providing services and support including pastoral, educational, social welfare and administrative support.

Under the guidance of four key priorities outlined by the Archbishop, the works and activities of the Archdiocese are oriented towards a missionary focus to address the ongoing needs of: Local Communities; Families; Youth and Young Adults; and the Poor and the Broken.

This is achieved through a pro-active engagement in the sharing of Mission; a reaching out in Gospel boldness; operating in an agile and responsive mindset; identifying and embracing what is fruit bearing in our works; understanding the outward focus and call of being missionary disciples; and being mindful of good stewarding in terms of time, talent and gifts.

At CAM we empower our staff by offering flexible work options, and a supportive and collegiate work environment.

**KEY ACCOUNTABILITIES**

* Develop and implement initiatives, formation and resources that support the spiritual needs of Indigenous Catholics across Victoria.
* Identify and implement formation, workshops and education programs for parishes to promote a greater understanding of Aboriginal and Torres Strait Islander peoples, their cultures and spirituality.
* Implement recommendations for state-wide engagement, empowerment and support of Aboriginal and Torres Strait Islander Catholics.
* Support Aboriginal and Torres Strait Islander adults, children and families prepare for the Sacraments of Initiation and funeral preparations.
* Establish relationships with local Elders to help inform initiatives.
* Coordinate and provide advice for diocesan liturgical celebrations that specifically include Aboriginal and Torres Strait Islanders.
* Monitor program budgets.
* Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.

**PERSONAL COMPETENCIES – (ATTRIBUTES)**

**Organisational context**

* Possess a strong understanding of the values and teachings of the Catholic Church, and an ability to appreciate and respect its lived experience.
* Deep knowledgeable about Indigenous culture and spirituality, specifically as they relate to the Catholic faith tradition.
* Understanding of the Catholic Church structure, organisations and ministries across Victoria.

**Technical/professional skills**

* In-depth knowledge of the Aboriginal Catholic spirituality and communities across Victoria.
* Experience in dealing with confidential information and demonstrated capacity to maintain confidentiality and professional standards of behaviour in difficult and sensitive circumstances.
* Proven advanced Microsoft Office skills including Outlook, Excel, Word and PowerPoint

**Interpersonal skills-Written and verbal**

* Relates comfortably with people across levels, functions and culture by building rapport in an open, friendly and accepting way.
* Ability work with multiple stakeholders and competing views with an ability to identify opportunities for consensus and collaboration.
* Demonstrates pastoral and theological nuance, diplomacy, and tact in all written and spoken communications.
* Organising and Planning/Work Management
* Ability to plan and prioritise work, manage multiple projects and meet competing commitments aligned to organisational goals and team objectives.

**Process improvement/Innovation**

* Identifies the most effective and efficient processes to get things done, with a focus on continuous improvement.
* Understands organisation requirements and how the work addresses its needs; Identifies opportunities to improve process, systems and services; Committed to delivering high quality outcomes for the Archdiocese.

**Critical thinking and problem solving**

* Operates effectively, even when things are not certain, or the way forward is not clear.
* Makes sense of complex and sometimes contradictory information to effectively solve problems.

**PERSONAL COMPETENCIES – (ATTRIBUTES)**

**Integrity -** High level of integrity, honesty and confidentiality, with an awareness and appreciation of Catholic Social Teaching.

**Confidentiality and Professionalism -** Experience in dealing with confidential information and demonstrated capacity to maintain confidentiality and professional standards of behaviour in difficult and sensitive circumstances.

**Relationship Building/Collaboration -** Works collaboratively within and across departments, agencies, ministries and parishes of the Catholic Archdiocese of Melbourne and its partners by effectively building formal and informal relationship networks inside and outside the organisation.

**Communication written and verbal -** Expresses ideas effectively in individual and group situations (including nonverbal communication); adjusting language or terminology to the characteristics and needs of the audience.

**Flexibility and adaptability -** Maintains effectiveness in varying environments and with different tasks, responsibilities, and people, adjusts quickly to changing priorities in a fast paced, high volume work environment.

**Empathy and Cultural Sensitivity -** Presents with an awareness that people from diverse cultural backgrounds deserve empathy and understanding, not a value judgement. Ensures others are treated without prejudice.

**Teamwork -** Works effectively with the team to accomplish organizational goals. Takes actions that respect the needs and contributions of others. Helps create and maintain strong morale, spirit, and a feeling of belonging in his/her team. Shares expertise and successes with others. Cooperates with team members to resolve problems and achieve goals.

**KEY SELECTION CRITERIA**

* A strong commitment to the teachings of the Catholic Church.
* Knowledge and experience working with Aboriginal and Torres Strait Islander people, communities and elders.
* A demonstrated ability to work collaboratively within and across departments, agencies, ministries and parishes of the Catholic Archdiocese of Melbourne and the Victorian Dioceses.
* Demonstrate an interest in and an ease with working collaboratively with peers and people across a wide variety of levels and functions.
* Demonstrated experience in leading, motivating, mentoring and coaching staff and volunteers.
* Excellent interpersonal skills, both written and verbal.
* Sound time-management skills with the ability to prioritise.
* Ability to work independently.
* Inherent in all of these duties and skills is the necessity for the Co-ordinator of the ACMV to be an Aboriginal or Torres Strait Islander person.

**Pre-employment screening requirements**

The Catholic Archdiocese of Melbourne is committed to the safety, wellbeing and dignity of all children and vulnerable adults. It is a requirement across our organisation that all clergy, employees and volunteers have the following.

* A valid National Police Records Check
* A valid Working with Children Check

**INTEGRITY IN THE SERVICE OF THE CHURCH**

Integrity in the Service of the Church aims to help employees reflect on and uphold Christian vision and values in all relationships and actions. The principles and standards which make up the Integrity in the Service of the Church are extensions of five basic principles for Church employees in which they:

1. **Are committed to justice and equity.**
2. **Uphold the dignity of all people and their right to respect.**
3. **Are committed to safe and supportive relationships.**
4. **Reach out to those who are poor, alienated and marginalised.**
5. **Strive for excellence in all their work.**

Service, given according to these principles, is life-enriching for both providers and recipients.

Our Reform in the Walking program identifies the following values:

* Collaborative and can build engagement around a common purpose.
* Energy and Passion for Gospel Mission – be informed by the needs of the people you serve – communities, poor, young and families.
* Flexible and agile in how to respond to ever changing needs.
* Accountability and delivery
* Foster solutions within the communities
* Stewardship Care

**POSITION DESCRIPTION ACKNOWLEDGEMENT**

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

Employee Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_