



CATHOLIC ARCHDIOCESE OF MELBOURNE

1. POSITION DESCRIPTION

Position Title:	Deputy Director
Department:	Proclaim Office for Mission Renewal
Location:	East Melbourne (additionally will regularly include travel across the Archdiocese of Melbourne)
Employment Status:	0.8FTE or Full-Time (Ongoing)
Reports to:	Director for Mission

2. POSITION PURPOSE

The Deputy Director has a key role in partnering with, and supporting the Director for Mission in the leadership and management of the *Proclaim: Office for Mission Renewal's* goals and operations. The Deputy Director will also be responsible for leading the strategic and operational dimension of parish renewal and formation initiatives embedded in our local communities of faith in the Archdiocese of Melbourne.

The Deputy Director will be responsible for:

- Provision of strategic and operational support to the Director of Mission and *Proclaim: Office for Mission Renewal* team.
- Coordinate a team that is collaborative, operationally agile, flexible and responsive in facilitating their missionary orientation towards, and in support of, parishes and communities.
- Develop strategies and supports to engage, empower and equip parishes, especially clergy and lay leaders, to embark on the Take the Way of the Gospel journey.
- Design, develop and implement formation initiatives that will create pathways to ensure the gift of faith is spoken and nurtured into the life of people wanting to grow in faith.

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 Archdiocese of Melbourne together with the ability to provide leadership, encouragement, knowledge, clarity, training, empowerment, support and advice.

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 for the pastoral needs of parishes and local faith communities; and focusing on the proclamation of the Gospel, faith formation and Christian living delivered with missionary energy. 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.



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- *Discipleship* – journeying in faith with youth and young adults, campus ministry, family accompaniment and embracing a vocations culture.
- *Formation* – providing support, inspiration and resources for adult faith formation, liturgy, prayer and initiation.

3. 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.

4. KEY ACCOUNTABILITIES

Leadership

- Supports and assists the Director in the leadership and management of the *Proclaim: Office for Mission Renewal* key priorities and operational effectiveness;
- Builds engagement, team effectiveness, collaboration, and integration across the entire *Proclaim: Office for Mission Renewal* team.
- Acts as a point of responsibility and authority on behalf of the Director.

Parish Animation

- In response to Pope Francis's call to take the 'missionary option' (*Evangelii Gaudium*, §27) identify, create and develop strategies for new initiatives, strategies, resources and programs that enable and equip local faith leaders to drive towards Gospel fruitfulness and to form God's people in discipleship, prayer and action;
- Engage, collaborate and build strong relationships and alignment with Clergy, Parishes and Catholic communities throughout the Archdiocese;
- Contribute, support and collaborate with governance structures to the prayerful discernment and practical implementation of the Archdiocese of Melbourne parish renewal journey - Take the Way of the Gospel (TWG).
- Evaluate and report regularly on deliverables of the Animation domain in order to provide accountability to the parishes and local communities that they serve;
- Ensure strategic direction and coordinate operations of the Parish Animation Consultants.

Formation

- Develop or identify existing methods, resources, tools, and programs for use within parishes and communities of the Archdiocese to grow families in faith equipping and empowering parents to nurture their children and each other in faith.



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- Equip parishes as a 'family of families' to form their community members as principal agents of evangelisation, through programs of spiritual growth, workshops and opportunities for formation
- Working collaboratively with the broader Proclaim team and Catholic agencies to develop initiatives and resources to assist parishes and communities in providing formation opportunities and pathways for their community members seeking to grow in faith and the path of discipleship.
- Liaise and collaborate with Catholic associations, ecclesial movements and other groups and networks to deliver opportunities for the spiritual flourishing of missionary discipleships in the Archdiocese.

5. JOB COMPETENCIES – (SKILLS)

1. National Police record check (essential).
2. Working with Children Check (essential).
3. Experience in a Leadership role within the wider Catholic Church (including education, social services, healthcare etc).
4. Tertiary qualifications in a relevant discipline (i.e. Theology, Education, or Liberal Arts) or currently undertaking.

6. PERSONAL COMPETENCIES – (ATTRIBUTES)

1. A strong commitment to the teachings of the Catholic Church, including a passion for parish renewal and formation.
2. Demonstrated understanding of the missionary imperative of the Church and involvement with the Catholic Church.
3. Demonstrate an interest in and ease with working collaboratively with peers and mission partners.
4. The capacity to deal sensitively and intelligently with difficult issues.
5. Sound time-management skills and ability to prioritise.
6. Excellent interpersonal, verbal and written communication skills.
7. High level of integrity, honesty and confidentiality, with an awareness and appreciation of Catholic Social Teaching.
8. Ability to work collaboratively within and across departments, agencies, and ministries of the Catholic Archdiocese of Melbourne.

7. 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:



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- 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

8. POSITION DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed and fully understand the position description for Director of Safeguarding. 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: _____