



## Position Description

<b>Position:</b>	Lead Facilitator, Mercy Leadership Program and Dublin Pilgrimage
<b>Employer:</b>	Mercy Ministry Companions Ltd
<b>Reports To:</b>	Formation Coordinator, MMC
<b>Parameters:</b>	<p>Salaried or contract – part-time on ‘hours worked’ basis, three-year initial appointment. One of the following options is envisaged:</p> <ul style="list-style-type: none"><li>• The position may be offered to an external candidate on a contract basis.</li><li>• The position may be shared with an MMC ministry where the appointee will continue to undertake their substantive position with a reduced workload and their remaining duties backfilled.</li></ul> <p>There will be a probation period with a review being undertaken after Module 2 (Dublin) and it is anticipated there will be regular contact with the Formation Coordinator prior to the probation review.</p>
<b>Location:</b>	1 Dawson Street, Brunswick, Victoria when needed. Some of the work can be undertaken in the incumbent’s usual ministry location. Travel to Dublin for a two-week period in late April/early May is required.
<b>Last Revised:</b>	13 November 2023

## Organisational Context

Mercy Ministry Companions is a Catholic Church authority in Australia. In the spirit of the Gospel and in the tradition of Mercy, Mercy Ministry Companions shares in the mission of Jesus through the canonical and civil governance of the ministries for which it is responsible. Its organisational context is as follows:

**Mercy Ministry Companions** (“MMC”) is a ministerial public juridic person (“MPJP”). It is the canonical entity that provides stewardship of the ministries and property, ensuring mission, Catholic identity and temporal goods are responsibly and sustainably managed for the benefit of the mission activities of the ministries.

**Mercy Ministry Companions Ltd** (“MMCL”) is the civil body of Mercy Ministry Companions and the member of the companies, Mercy Community Services Australia Ltd (MCSAL), Mercy Education Ltd (MEL) and Mercy Health Australia Ltd (MHA), which conduct Catholic community service, education and health and aged care ministries across Australia.

**McAuley Property Ltd** (“MPL”) is a property holding company with a substantial portfolio of properties across Australia, used by the ministries housed within MMCL.

**Trustee Directors** are the canonical stewards of MMC and the directors of MMCL and MPL.

All staff and contractors are expected to respect and reflect Catholic values in everything they do in support of the organisation.

## Primary Purpose of the Position

The Mercy Leadership Program and Dublin Pilgrimage is an annual program to provide formation in Mercy leadership for those in positions of governance and executive leadership in the group of ministries that comprise Mercy Ministry Companions. It entails three in-person modules plus a project, with up to 28 participants in each cohort. Participants are from MMC's ministries with a small number from other Mercy organisations, including the Institute of Sisters of Mercy of Australia and Papua New Guinea.

Module 1, held in Melbourne, provides input on introductory topics and the opportunity for the group of pilgrims to meet each other and become familiar with the range of ministries and organisations that are involved in the program.

Module 2 involves a week's immersion program in Dublin, with considerable time spent at Mercy International Centre as well as visits to other locations relevant to spirituality, mission and ministry in the Mercy tradition.

Module 3, held in Melbourne, provides the opportunity to consolidate the learnings and experiences of the Dublin pilgrimage, at a personal and professional level.

In addition to these modules, each participant is asked to develop and implement a project in their ministry context that has arisen from their learnings and experiences in Dublin.

Two facilitators deliver the program, including through in-person attendance at each of the three modules. Modules 1 and 3 are of two days' duration plus set-up time; Module 2 is of one week's duration plus set-up time and follow-up time in Dublin, necessitating approximately two weeks away from Australia.

The program has been in operation for approximately 20 years and is well-developed with supporting documentation and resources.

## Reporting Relationships

<i>Direct Reports to this Position</i>	<i>Indirect Reports to this Position</i>
Close liaison with the support facilitator	Liaison with administrative personnel involved in program

## Key Relationships

<i>Internal</i>	<i>External</i>
Mercy Ministry Companions staff Mission Directors of the ministries	Participants in the MLPDP program

## **Key Accountabilities and Responsibilities**

### **Program Management and Coordination**

- Oversee the annual planning cycle for preparation and delivery of MLPDP, ensuring tasks are completed at the scheduled time.
- Engage and liaise with presenters and MMC personnel to ensure effective coordination of the program is achieved.
- Oversee the administration of the program, liaising regularly with administration staff.
- Ensure all equipment needed for Modules 1 – 3 is identified and has been sourced.
- Engage and liaise with the MMC Formation Coordinator and Business Manager in the preparation and monitoring of the program budget.

### **Facilitation and Leadership**

- Lead the group through Modules 1, 2 and 3.
- Deliver input for some sessions during each module; facilitate all modules.
- Encourage the development of effective professional relationships among the cohort and monitor the ambience and dynamic of the group.
- Support participants during the program, in particular during Module 2, especially if personal or professional matters arise while away.
- In preparation for and during Module 2, liaise with personnel at Mercy International Centre in Dublin to ensure the program aims can be achieved.
- During Module 2, liaise as needed with personnel at the Dublin accommodation site, to ensure arrangements are in place to support the program.
- Monitor the delivery of each module to ensure its objectives are being met, making modifications if needed.
- Ensure evaluation is undertaken for each module and that feedback is incorporated into future planning as appropriate.

## **General Requirements**

### **Qualifications, Experience and Competencies**

- Master's level degree in theology, scripture, formation, etc., or equivalent experience.
- Successful experience in delivering adult formation experiences, including high level group facilitation skills
- Successful experience in a senior leadership role, preferably in a Mercy ministry
- Deep knowledge and appreciation of the Mercy story and ethos
- Excellent interpersonal and communication skills
- Ability to work autonomously and in a team environment
- Ability to work efficiently, with accuracy and attention to detail
- Capacity to maintain discretion and confidentiality
- Ability to demonstrate initiative, including being flexible as needed
- Commitment to the mission and ethos of Mercy Ministry Companions and an understanding of the nature of the ministries and their broader Church context
- Competency in the use of MS Office – Word, Excel, PowerPoint, Outlook, as well as other programs such as Adobe products, Zoom, etc.

## **General Accountabilities and Responsibilities**

### **Values and Formation**

- Demonstrate values and behaviours that align with the mission and ethos of Mercy Ministry Companions
- Actively participate in formation available within Mercy Ministry Companions

### **Safeguarding**

- Mercy Ministry Companions is committed to ensuring zero tolerance of abuse in all its forms by creating a culture of safety and respect for all, including prioritising the safety and best interest of children and adults at risk with whom Mercy Ministry Companions has contact.
- All staff and those who work with Mercy Ministry Companions are expected to take all reasonable steps to ensure the protection of children and adults at risk and to comply with safeguarding policies and procedures, including responding to and reporting any suspicions and allegations of abuse.
- Staff who have access to children through their role must have a valid Working with Children Check. All other staff, prior to commencement, must have a valid National Police Check.

### **Workplace Health and Safety**

- Identify and respond to any safety issues.
- Attend the workplace, as required, and adhere to Mercy Ministry Companions COVID-19 and other safety guidelines.
- Observe all Workplace Health and Safety accountabilities and responsibilities relevant to the position.

### **Other Matters**

- All employees and contractors are required to comply with the policies and procedures adopted by Mercy Ministry Companions.
- This Position Description is subject to the Standard Terms and Conditions of this contract and any Letter of Offer relating to the position.
- The Lead Facilitator of the MLPDP will need to travel occasionally to complete the key responsibilities and accountabilities of the role.
- An annual performance review will be undertaken by the Formation Coordinator.
- Opportunities for formation and professional development appropriate to the role will be available.