



Mercy Ministry Companions

Position Description

Position:	Formation Support Officer
Employer:	Mercy Ministry Companions Ltd
Reports To:	Executive Officer – Mercy Ministry Companions
Parameters:	Full or part time role
Location:	1 Dawson Street Brunswick, Victoria but can work flexibly
Last Revised:	12 December 2023

Organisational Context

Mercy Ministry Companions is a newly established Catholic Church entity 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 entities.

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 education, health and aged care, and community services 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 Formation Support Officer is primarily responsible for the provision of effective and efficient administrative support to the Formation Coordinator as well as taking responsibility for the administration of MMC formation activities. The role will also support the EO and Trustee Directors of Mercy Ministry Companions and assist in the development of a stakeholder engagement and communication strategy for MMC.

Reporting Relationships

<i>Direct Reports to this Position</i>	<i>Indirect Reports to this Position</i>
Nil	Nil

Key Relationships

<i>Internal</i>	<i>External</i>
Trustee Directors Mercy Ministry Companions staff	Staff of MMC ministries

Key Accountabilities and Responsibilities

Support for Formation Coordinator – Mercy Ministry Companions

- Support the Formation Coordinator in collaboration with the ministries to ensure a strong, integrated, sustainable formation program across MMC.
- Take responsibility for the administration of the following MMC formation activities including:
 - Mercy Leadership Program and Dublin Pilgrimage
 - Middle Leaders Formation Program
 - Online and face-to-face seminars and events (scheduling, advertising, registration, communications, technical assistance, resource preparation, hospitality, video recording and editing)
 - Preparation, formatting and editing of resources including uploading to MMC website.
- Contribute to the coordination of an annual Conference, including carriage of conference registrations, accommodation bookings, travel bookings, conference materials, and assisting at forum
- Provide support to the following:
 - Mission Coordinator’s Network (meeting scheduling, agendas, resource preparation, hospitality, note taking)
 - Conference Planning Committee (meeting scheduling, agendas, resource preparation, note taking)
 - Formation Committee, including preparation of agenda and minutes.
- Assist with the preparation of
 - resource videos
 - reports, newsletters and correspondence

Support for Mercy Ministry Companions

- Provide administrative support for the Trustee Directors, including organising travel and accommodation.
- Organise hospitality, venues and events for stakeholder engagement for each TD meeting (dinner reservations, seating plans, name tags)
- Organise hospitality, venues and equipment for onsite and offsite meetings and assist with event registration and coordination.

Stakeholder Engagement and Communications

- Development of a stakeholder engagement strategy for MMC.
- Development of necessary systems and processes to deliver stakeholder engagement strategy.
- Maintain the MMC website, newsletter distribution system, seminar and event registration systems. and vimeo account and prepare graphic design of flyers and brochures as required.

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 opportunities 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.

Qualifications, Experience and Competencies

- Commitment to the mission and ethos of Mercy Ministry Companions and an understanding of the nature of the ministries and their broader Church context.
- Advanced competency in the use of MS Office – Word, Excel, PowerPoint, Publisher, Outlook, as well as other programs, including property software, Adobe products, Zoom, etc.
- Ability to demonstrate initiative and manage time efficiently.
- 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 and manage time efficiently.

Teamwork

- Work together with the other Mercy Ministry Companions staff to deliver comprehensive and seamless service on behalf of Mercy Ministry Companions

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.

- There may be a need to travel occasionally to complete the key responsibilities and accountabilities of the role.
- An annual performance review will be undertaken by the Executive Officer.
- Opportunities for formation and professional development appropriate to the role will be available.