



POSITION DESCRIPTION

Position Title:	<i>MERCY ASSOCIATES NETWORK FACILITATOR, VIC</i>
Reports To:	<i>Mercy Associates, Executive Officer</i>
Location:	<i>Work from home with visits to groups required from time to time</i>
Parameters:	<i>Salary: Casual Working up to 30 hours per month with flexible hours of work. Incumbents provide their own vehicle, telephone/mobile, computer and internet connection and are reimbursed for vehicle travel.</i>
Date Prepared:	<i>15 January 2024</i>
Approved By:	<i>Mercy Associates, Executive Officer/Human Resources Manager</i>

Organisational Context

The Institute of Sisters of Mercy of Australia and Papua New Guinea (“Institute”) is a religious congregation of Catholic women who endeavour to engage with the call of God’s Mercy by responding to the cry of the earth and of those rendered poor.

Sisters of the Institute are governed by an elected Leader and Council (the Leadership) and serve individually in a variety of ministries.

Concerning its day to day administration, the Institute is served by a dedicated team of people who, in collaboration with the Leadership and Institute’s communities, deliver a broad range of professional and administrative services from a number of locations throughout Australia and Papua New Guinea.

The Institute’s workplace values are:

- Integrity
- Hospitality
- Unity of purpose
- Diligence for excellence
- Respect for all



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Mercy Associates

Mercy Associates is a ministry conducted by ISMAPNG for lay people who cherish the virtue and practice of mercy in their lives and seek a faith community to nurture their commitment to mercy. They meet for prayer, formation, reflection, and to engage in service initiatives based on mercy and justice within and beyond their local community. Mercy Associates groups are found in a variety of places including parishes, workplaces and online. There are currently over fifteen Mercy Associates groups around Australia and Papua New Guinea (Mercy Friends), and it is intended to offer this opportunity to others and found new groups, mostly but not exclusively in Mercy ministry workplaces. Groups reflect the diversity of the movement, recognising that mercy is lived and embodied in diverse ways.

Primary Purpose of the Position

Network Facilitators are responsible for managing all aspects of the Mercy Associates movement. They liaise with the Executive Officer and the Mercy Associates Leadership Group (MALG). The Executive Officer liaises with the ILT representative.

Network facilitators are a resource available to local Mercy Associates groups to support and guide them in coordinating the activities of their own group. The positions entail encouraging the development of capabilities of group members to enable them to manage their own group successfully.

Reporting Relationships

<u>Direct Reports to this Position</u>	<u>Indirect Reports to this Position</u>
<ul style="list-style-type: none">• Nil	<ul style="list-style-type: none">• Mercy Associates groups• Other groups that form in the future

Key Relationships

<u>Internal</u>	<u>External</u>
<ul style="list-style-type: none">• Mercy Associates, Executive Officer• Other Network Facilitators	<ul style="list-style-type: none">• Mercy organisations where new Mercy Associates groups may form, including online

Key Decision Making

<u>Decisions Expected</u> <ul style="list-style-type: none">• Frequency of liaison with each local group• Most effective strategies for supporting groups• Identification of Mercy organisations where new groups might form
<u>Recommendations Expected</u> <ul style="list-style-type: none">•



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Key Accountabilities and Responsibilities

Group Support:

- In the early months in the role, attend one meeting of each group to establish a relationship and discuss the needs of the group. Thereafter, meeting attendance will normally be annual but may be more if the group is new, holding special events, or experiencing difficulties.
- Support emerging and existing Mercy Associates groups
- Assist with resourcing and support for local Mercy Associates groups as requested, including support for Mercy Associates who are guiding aspiring Mercy Associates through their formation period
- Assist groups to identify guest speakers and presenters on topics of interest to them.
- Assist groups with locating resources suited to prayer, reflection, learning about social justice issues, etc.
- Assist and encourage the development of leadership capabilities in groups, with the intention of improving their capacity for self-sustainability
- Encourage groups to look beyond their own group and location to link to the broader Mercy Associates community.

Formation:

- Occasionally provide formation input for each group (other sources of formation can be accessed by groups)
- Deliver the formation program when a new group is being established, inviting one or two Associates to co-facilitate
- Support Associates who are facilitating initial formation for aspiring Mercy Associates, including using the Formation Resource to guide candidates
- Prepare a prayer and reflection resource to be emailed to groups, on a rostered basis (usually 3-4 per year)
- Facilitate an online prayer gathering available to all Mercy Associates, usually once or twice per year
- Monitor and deliver Safeguarding and other related compulsory training for Mercy Associates.

Liaison:

- Coordinate enquiries and assist aspiring Mercy Associates by identifying where the nearest group is located and providing contact details
- Liaise and meet with their respective Community Leaders, as needed, including for signing of MA certificates and attendance at commitment ceremonies. Where feasible, endeavour to meet annually with Community Leaders.
- Have current knowledge of ISMAPNG and Mercy Ministry Companions (MMC)



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- Liaise as needed with staff of ISMAPNG and MMC ministries to inform them about Mercy Associates and ascertain their interest in establishing groups in their workplaces.

Communication and Promotion:

- Assist with promotion and communications of Mercy Associates, including the Vision Statement, Vision in Action, newsletter and resources
- Promote the Mercy Associates movement within the region, including items in newsletters, speaking at staff meetings, in parishes, meetings of Sisters, etc. endeavouring to extend the profile of Mercy Associates within and beyond the Mercy community
- Seek to identify opportunities to establish new groups within the region or online.

Administration:

- Ensure groups are familiar with the Administrative Handbook and adhere to the procedures it contains
- Liaise with Mercy Associates groups to ascertain any service initiatives they are involved in from the perspective of exposure to risk for Associates or those they are working with
- Undertake administration tasks including maintaining a database of Mercy Associates groups and their contact person
- Prepare a report of work undertaken in the previous three months and proposed work for the next three months on a quarterly basis
- Participate in an annual performance review and in professional development activities
- Attend the annual in-person meeting of Network Facilitators and MALG (in March), in Sydney, and participate in Network Facilitator team meetings (usually every 6 weeks via Zoom).

Values & Formation

- Demonstrate values and behaviours that are in line with the values and ethos of the Institute including an alignment with the mission of hearing the cry of Earth and the cry of those rendered poor, in the context of Integral Ecology and care for our common home
- Actively participate in Mercy formation available within the Institute.

Safety of Children and Vulnerable Adults

The Institute 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 all children and vulnerable adults with whom we have contact. All staff and those who work with us are expected to take all reasonable steps to ensure the protection of children and vulnerable adults and to comply with our safeguarding policies and procedures, including responding to and reporting all suspicions and allegations of abuse.



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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 and adhere to the Institute's COVID-19 safety guidelines
- Comply with all WHS accountabilities and responsibilities relevant to the position as defined in WHS/P – 004 Structure and Responsibilities in the WHS Management System.

Key Challenges in Achieving Goals

- The nature of the work sometimes entails out of hours work including weekends and evenings
- The position requires travel, including occasional overnight travel, outside of office hours
- Must be able to carefully plan and manage time so that work commitments can be completed within the hours set for this position
- Must be competent and at ease in working alone, drawing on support and advice from others as needed.

Qualifications, Experience & Competencies

- Understanding of the charism of Mercy
- Commitment to the Christian faith
- Highly developed skills in communication, facilitation, negotiation, conflict resolution, interpersonal and relationship building
- Ability to publicly represent and promote Mercy Associates
- Ability to work within an approved budget
- Ability to take direction from and report to the Executive Officer
- Ability to work collaboratively with others yet also work independently
- Sound organisational skills
- Sound computer skills, including Word, Outlook, web browsers, presentation software, etc.
- Current motor vehicle drivers licence
- A commitment to uphold and support gospel values and mercy ethos.

Desirable

- Tertiary qualification in a relevant field e.g. education, theology, social work or community development



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Other Matters

- All employees and contractors are required to comply with the policies and procedures adopted by the Institute
- This Position Description is subject to any Letter of Offer relating to the position
- This Position Description is not intended to be all inclusive. All employees are expected to undertake other tasks and take on other responsibilities reasonably required to meet the Position Objective.