



## THE SPIRITUALITY MINISTRY



### POSITION

### DESCRIPTION

<b>Position</b>	<b>Chief Executive Officer</b>
<b>Location</b>	33 Barina Downs Road, Baulkham Hills NSW 2153
<b>Reports to</b>	Chairperson, Spirituality Ministry of the Sisters of St Joseph Ltd.
<b>Direct Reports</b>	Current: SOSJ Spirituality Centre Managers x 2, Finance Manager, Director, Spirituality Future: SOSJ Spirituality & Heritage Centres x 7 Finance & Shared Services Manager, Director Spirituality, Communications & Marketing Manager
<b>Employment Type/Term</b>	Permanent Full-time
<b>Date</b>	8 February 2024

### ORGANISATIONAL CONTEXT:

The Congregation of the Sisters of Saint Joseph of the Sacred Heart (SOSJ) has ministered in the areas of faith formation, education and spiritual direction since its foundations in 1866. It established the Spirituality Ministry of the Sisters of Saint Joseph (the “Spirituality Ministry”) in 1977 as a company limited by guarantee and its mission statement is:

*In the spirit of Saint Mary MacKillop the Spirituality Ministry of the Sisters of Saint Joseph serves groups and individuals seeking a place that nourishes “spirit” offering spiritual refreshment, renewal, quiet, beauty, peace, relaxation.*

The SOSJ have committed to a “whole of ministry” framework, which offers new and exciting possibilities. The “whole of ministry” approach will breathe new life into our spirituality and heritage centers and ensure the Josephite ministry in faith formation and spirituality will continue to evolve to meet the changing needs of those we serve.

## ORGANISATION DESIGN

Chairperson, Spirituality Ministry  
Spirituality Ministry Board

Chief Executive Officer (CEO), Spirituality Ministry

Effective immediately, reporting to the CEO are the Centre Managers for:

- St Joseph's Baulkham Hills Conference & Retreat Centre
- St Joseph's Spirituality & Education Centre, Kincumber South

Transition plan to determine timing for the following Spirituality Centres:

- Kilmolee at Safety Bay, Western Australia
- Mary MacKillop Precinct, South Australia
- Mary MacKillop Heritage Centre, East Melbourne, Victoria
- Josephite Mission & History Centre, Hobart, Tasmania
- St Joseph's by the Sea, Williamstown, Victoria

### MAIN ROLE PURPOSE:

The Chief Executive Officer (CEO) is responsible for the leadership and management of the SOSJ Spirituality Ministry including the Spirituality and Heritage Centres in accordance and alignment with the spirit, mission, and charism of the Congregation and SOSJ's strategic direction.

Reporting to the Chairperson of the Spirituality Ministry Board and working in collaboration with the Spirituality Ministry Board and Spirituality Ministry Team, it is critical the CEO maintains exceptional stakeholder and business relationships.

The CEO is expected to act in a manner consistent with the ethos and mission of the SOSJ.

### KEY ACCOUNTABILITIES:

In carrying out the role, the CEO is required to demonstrate the following four key areas of ability:

- **Strategic Development & Execution** of the Spirituality Ministry Business Plan with a strong focus on commercial sustainability aligned with the SOSJ's strategic goals;
- **Sustainable Operational Management** through assessing and prioritising needs, flexibly developing solutions, and effectively implementing them;
- **People Leadership** through encouraging, supporting, and building capacity within a motivated and engaged team.
- **Key Stakeholder Engagement**, enabling consultation, discernment, alignment, and care, as the Spirituality and Heritage Centres transition under the new holistic National Operating Model.

## **1.0 Ethos and Mission**

- 1.1 Uphold, through word and deed, the ethos and mission of the Congregation of the Sisters of Saint Joseph.
- 1.2 Ensure work activities are in accordance with the ethos and mission of the Sisters of Saint Joseph.
- 1.3 Demonstrate a commitment to a deepening understanding of the spirit of the Congregation of the Sisters of Saint Joseph.
- 1.4 Actively support the Sisters of Saint Joseph and their Mission.
- 1.5 Establish and maintain harmonious working relationships with colleagues and Sisters across the Congregation.
- 1.6 Contribute to a climate of hospitality and welcome.

## **2.0 Key Responsibilities**

### **2.1 Strategic Development & Execution**

The CEO's responsibilities extend to:

- Lead and manage the transfer of business of Spirituality and Heritage Centres to the Spirituality Ministry.
- Develop and execute the Spiritual Ministry's Strategic and Annual Operating Plans
- Work with the Spirituality and Heritage Centre Managers and the Director, Spirituality to deliver financial sustainable programs and services.
- Align the business activities with the strategic intent and direction and long-term objectives of the SOSJ.
- Maintain continuous lines of effective communication, keeping the Chairperson and Spirituality Ministry Board informed of all critical issues.
- Work collaboratively and collegially with the Spirituality & Heritage Centre Managers and their staff in the implementation of SOSJ's strategic direction, policies, and procedures.

### **2.2 Sustainable Operational Management**

The CEO manages day to day operations by:

- Providing analytical support and guidance to the Board through the development and presentation of regular reports on all operational activities, in particular:
  - A monthly report on Spirituality & Heritage Centre business activity incorporating interpretation and analysis of operations against strategic direction and intent.
  - Reports on operational and financial planning, budgeting, cash flow management, investment priorities, risk management and policy matters.
  - Regular updates on the 3-5 year financial forecast,
  - Due diligence and factors which should be considered in the implementation of significant property transactions, key operational actions and the undertaking of new programs and activities.
- Reviewing, consolidating, and integrating existing systems of policies, procedures, internal controls and accounting standards.
- Overseeing IT development and management for the Spirituality Centres.

The CEO has operational responsibility for:

- Governance, compliance and risk
- Financial Management
- People & Culture
- Work Health and Safety
- Property Management
- Information Technology and Security
- Archives
- Social and Environmental Sustainability

### **2.3 Safeguarding**

- Leading a positive culture of Safeguarding with particular focus on children and adults at risk.
- Proactively ensure the implementation of safeguarding policies and procedures

### **2.4 Marketing & Communications**

- Oversee the development of a marketing strategy and plan to promote spirituality in the tradition of the SOSJ and enable the sustainability of the Centres.
- Lead the development and implementation of a communication plan to align:
  - the smooth operation of all centres
  - with the spirit, mission and charism of the SOSJ to ensure compassionate engagement with all key stakeholders.

### **2.5 People Leadership**

The CEO builds capacity across the National Spirituality Ministry Team by:

- Working collaboratively with the Spirituality & Heritage Centre Managers to embrace the SOSJ vision and mission.
- Promoting a culture of performance and continuous improvement.
- Developing a set of values to help shape the culture, behaviour, decisions and actions of employees.
- Working closely with the National Spirituality Ministry Team to maximize education and spirituality formation across the Spirituality & Heritage Centres.
- Managing and mentoring the Spirituality & Heritage Centre Managers using a collaborative and supportive approach.
- Encouraging ongoing professional development for all staff by offering opportunities for conferencing, regular meetings, seminars, and workshops.
- Fostering ongoing personal development opportunities in the areas of charism and mission.

### **2.6 Key Stakeholder engagement**

Establish a highly effective engagement, collaboration, and consultation approach across the National Spirituality Team, caring for the local communities, history, and

passion aligned with SOSJ vision and mission.

Draw on the SOSJ Innovate RAP to lead the organisation to strengthen relationships with Aboriginal and Torres Strait community members, acknowledge and care for the Country.

### **2.7 Digital Enablement and Transformation**

Develop and implement a digital strategy that takes into consideration short and long term goals, organisational change readiness and commercials. Oversee the procurement, set up, change management and training for new digital tools and systems that can support the “whole of ministry” framework and National Operating Model.

## **3. Quality Administration**

3.1 Working collegially with the Spirituality & Heritage Centre Managers in ensuring due diligence and effective records management for all company secretarial matters, property transactions, compliance requirements, key operational actions and contractual arrangements relating to new initiatives or projects.

3.2 Establish and maintain performance standards for relevant administrative functions.

3.3 Respond to stakeholder feedback on improving processes and procedures.

3.4 Maintain administrative accuracy and due attention to detail.

3.5 Demonstrate creative problem solving and change management skills.

## **4 Professional Development**

4.1 Planning and implementing an effective professional development plan for all Spirituality Ministry staff.

4.2 Evaluate and undertake personal and professional development programs in consultation with key stakeholders.

4.3 Participate in the performance review/feedback process.

## **5 Work Health Safety (WHS)**

5.1 Maintain duty of care of own health and safety and all others in the workplace.

5.2 Comply with workplace WHS policies, procedures and protocols.

5.3 Report workplace hazards and risks.

5.4 Undertake WHS training as required.

## **6 Other**

6.1 Engage in other duties commensurate with skills and experience and within the scope of this role.

6.2 Follow legal requirements and Congregational policies and procedures.

## 7 Key Performance Indicators

Function	Performance Indicators
1. Ethos and Mission	Evidence of active support for the work of the Congregation and its Mission.
2. Role responsibilities	Evidence of meeting the Spirituality Ministry Strategic and Annual Operating Plans Evidence of effective management of SOSJ's operational activities. Evidence of compliance with all legal and professional requirements.
3. Stakeholder service and teamwork	Evidence of service delivery to agreed standards and positive feedback from stakeholders received.
4. Contribution to culture and values	Evidence of effective collaborative, professional relationships and communication within team and regions.
5. Quality administration	Evidence of timely and accurate reports, documentation, and records.
6. Professional development	Evidence of engagement in appropriate professional development and application to role.

## 8 Experience, skills, and personal attributes

### Experience

- An undergraduate degree (or higher) in relevant professional qualifications and evidence of ongoing professional development.
- Minimum 15 years' experience in a senior management role and financial management experience gained in complex organisations, ideally in the not-for-profit sector.
- Successful modern-day project management experience and proven business transformation expertise.
- Demonstrated record of success in facilitating progressive organisational change and development.
- Ability to lead and manage an organisation in an integrated sustainable way.

**Skills**

- An effective business leader and the ability to assess risks and design innovative and creative solutions.
- System focused, innovative and future oriented in problem solving.
- Ability to face into challenging situations, take the most appropriate position, and manage conflict if/when necessary.
- A strong communicator who is visible, approachable and a good listener.
- Demonstrated exceptional written, verbal, interpersonal and presentation skills.
- Work collaboratively and collegially with all stakeholders.
- Build capacity within the team by mentoring and coaching staff with diverse levels of expertise and background.
- Ability to access a network of experts relevant to the operations of the Spirituality Ministry.
- Meet personal and professional goals through ongoing education and review.
- Ability to consult, negotiate, persuade, influence, engage and attain consensus in an appropriate manner.
- Ability to manage change processes

**Personal Attributes**

- High levels of emotional intelligence and cultural sensitivity
- An affinity with the mission of the Sisters of Saint Joseph combined with the desire and willingness to work within the Josephite ethos and spirit.
- A collaborative and proactive team leader who can positively and productively impact both strategic and operational initiatives.
- Demonstrated ability to efficiently effectively assess a situation, grasp the messages provided by the data, identify key areas to be addressed and develop future-focused strategies.
- Self-reliant, able to multitask and lead by example.

Successful applicants will be required to consent to a national criminal history check and/or working with children check.

**I confirm that this position description is an accurate reflection of the responsibilities of this position:**

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date