

Position Description

Program Manager

Leading in Faith



Melbourne Archdiocese
Catholic Schools

About MACS

Melbourne Archdiocese Catholic Schools Ltd (MACS) aims to deliver an outstanding Catholic education that equips young people with the knowledge, skills, and optimism to go forward, live meaningful lives, and to enrich the world around them. MACS, the largest Catholic school employer in Australia, owns and operates approximately 300 Catholic schools in the Archdiocese of Melbourne, and is supported by a central enterprise function, of over 600 staff members.

The MACS Strategic Plan (MACS 2030: Forming lives to enrich the world) presents a challenging and inspiring vision of the educational experience that MACS seeks to provide for students in MACS schools. MACS's Strategic Plan outlines the vision, the mission of Catholic schools in the Archdiocese, and the major objectives for MACS over the months and years ahead. Our organisational values of Integrity, Respect and Excellence require a commitment from all MACS employees to contribute to ensuring we uphold and support the objectives of the organisation.

About the team and role

The Catholic Mission and Identity (CMI) Team collaborates with school leaders, clergy, teachers and parents to support Catholic schools within the Archdiocese of Melbourne in living out their call to be lively communities of Catholic faith. CMI works with partners to offer rich, deep and varied learning experiences that enable the faith formation of all members of the school community; as well as enabling paths of Christian discipleship for the contemporary learning environment; and develops high quality resourcing for excellence in Religious Education. The CMI team's primary objective is the forming of lives of faith, hope and love in the light of Jesus Christ.

The position will demonstrate a commitment to Catholic faith and practice, the principles of Catholic Social teaching and to the policies and priorities of MACS.

Position Title	Program Manager Leading in Faith
Reports To	Director, Catholic Mission and Identity
Directorate	Catholic Mission and Identity
Direct Reports	Yes

Key responsibilities of the role

- Contribute to the development of a new Catholic Leadership framework for MACS
- Design, implement and manage programs related to faith leadership to school leaders in line with the MACS formation framework, in collaboration with MACS and other diocesan staff related to Catholic mission, faith formation, Catholic leadership and Religious Education
- Assist with the design and management of professional learning and resource development
- Take an active role in modeling and giving witness to Catholic faith in contemporary education settings
- Uplift theological capabilities and knowledge of Catholic Faith and Mission
- Support the development of an implementation plan for the 2025 Australian Catholic Youth Festival and Teacher accreditation strategy
- Contribute to the development and implementation of the Catholic Mission and Identity Team's priorities and MACS 2030 at a system level
- Support a partnership approach to services and products, from industry leaders and skilled experts providing specialist knowledge, advice or skills in targeted areas
- Effectively deliver current and new external partnerships and stakeholder communications



- Collaborate with stakeholders including Regional General Managers in meeting the needs of leaders within their regions
- Build a culture of continuous improvement in our ways of working with and for schools
- Enable targeted professional support, identifying, analysing and utilising data, research and evidence
- Identify and support initiatives that strengthen parish/school engagement
- Collaborate with team members, contribute and work collectively to support duties within the broader Catholic Mission and Identity Team
- Contribute to the major projects of the Catholic Mission and Identity directorate
- Perform other duties as assigned within your scope of practice/work

Key Selection Criteria

- Demonstrated ability to lead, motivate and coach teams to deliver quality outcomes
- Knowledge of the nature and purpose of Religious Education and familiar with the direction of Religious Education in the Archdiocese of Melbourne
- Outstanding interpersonal and communication skills with the ability to influence and work collaboratively across varied teams and stakeholders
- Strong theological, religious education or relevant educational expertise that will support the empowerment and formation of school leaders and teachers
- Demonstrated ability to be flexible and adaptable to manage change
- Strong time management skills to be able to prioritise and plan workloads to meet deadlines

Skills, qualifications and pre-requisites to undertake the role

Qualifications	Relevant tertiary qualification in school education or a related discipline. Post-graduate or further qualifications in Theology and/or Religious Education.
Organisational values	A commitment to the organisational mission, vision and values of Integrity, Respect and Excellence and to the ethos, values and mission of Catholic education including alignment with MACS's Child Safety standards.
Licenses Required	A full, current, and maintained Victorian Driver's license and motor vehicle
Other requirements	<ol style="list-style-type: none"> 1. An understanding of and commitment to the safety, wellbeing and protection of children, and therefore you: <ol style="list-style-type: none"> a. Must hold and maintain a current Victorian Working with Children Check or be eligible to receive same upon joining the organisation. b. Alternative to holding a WWCC and NCHC, MACS will accept evidence and continued maintenance of a full and current Victorian Institute of Teaching (VIT) registration. 2. You must also undergo and receive a clear National Criminal History Check (NCHC) upon employment and during the course of your employment with MACS. All employees are required not to have been charged with, nor found guilty of any offence which would be incompatible with employment with MACS. 3. Willingness to take reasonable care for your health and safety in the workplace and for the health and safety of others who may be affected by what you do or don't do.

