



CATHOLIC ARCHDIOCESE OF MELBOURNE

1. POSITION DESCRIPTION

Role Title:	Parish Relations Officer
Team/Office:	Office of the Vicar General
Location:	East Melbourne
Employment Status:	Part Time – Permanent (0.60FTE)
Reports to:	Senior Operating Officer

2. POSITION PURPOSE

The Parish Relations Officer coordinates and responds to enquiries from clergy, parishioners, and the community in a professional and effective manner.

Reporting directly to the Senior Operating Officer, the role is also responsible for the development, review and maintenance of well-functioning policies and procedures on behalf of the Office of the Vicar General.

3. DEPARTMENT OVERVIEW

The Office of the Vicar General provides assistance to the Archbishop and Bishops in the governance of the Archdiocese.

4. ORGANISATIONAL DESCRIPTION

The Archdiocese of Melbourne through its ministries and agencies is at service of the people of God, planting the Gospel of Jesus Christ into their communities and lives daily.

Presided over by the Archbishop of Melbourne, the Archdiocese comprises around 1.1 million Catholics, and is the largest Archdiocese in Australia with a wide variety of people, cultures and ministries, providing services and support including pastoral, educational, social welfare and administrative support.

Under the guidance of four key priorities outlined by the Archbishop, the works and activities of the Archdiocese are oriented towards a missionary focus to address the ongoing needs of: Local Communities; Families; Youth and Young Adults; and the Poor and the Broken.

This is achieved through a pro-active engagement in the sharing of Mission; a reaching out in Gospel boldness; operating in an agile and responsive mindset; identifying and embracing what is fruit bearing in our works; understanding the outward focus and call of being missionary disciples; and being mindful of good stewarding in terms of time, talent and gifts.

5. KEY ACCOUNTABILITIES

1. Respond to enquiries from clergy, parishioners and the community in a professional and effective manner;
2. Act as a key liaison / reference point for parishes to complete documentation, including parish sacramental statistics and Mass counts.
3. Create well-functioning processes and procedures to enable efficient and effective management of all queries; identify and implement process improvements.

4. Develop, review and maintain policies and procedures for the Office of the Vicar General.
5. Foster constructive relationships with clergy, parishes, and the community.
6. Support skills-building and capability expansion of the Archdiocese to resolve queries at the local level.
7. Support funding applications from Parishes with analysis of pastoral needs.
8. Manage and compile annual Mass counts by parish and annual parish sacramental statistics as well as provide and update information for the annual return to the Holy See.
9. Provide administrative support to the Vicar General and Senior Operating Officer.
10. Coordinate permissions for external clergy to visit and/or undertake work with the Archdiocese, including completion and collation of documentation and compliance monitoring.

11. JOB COMPETENCIES – (SKILLS)

- Outstanding written and verbal communication is required together with excellent interpersonal skills.
- High attention to detail.
- Previous experience developing and reviewing policy and procedure documents.
- High ability to build rapport and work collaboratively to resolve queries.
- Ability to display patience and understanding when supporting clergy, parishioners, and the community with their queries.
- A sound understanding of the Catholic Church and its structures.
- Experience with CRM or equivalent systems, including database management.
- Previous experience managing documents to ensure accuracy and accessibility.
- National Police record check (essential)
- Working with Children Check (essential)

12. PERSONAL COMPETENCIES – (ATTRIBUTES)

- An understanding of, and commitment to, the philosophies and core values of the Catholic Church.
- Ability to work as part of a team and with minimum supervision.
- High level of integrity, honesty, and confidentiality, with an awareness and appreciation of Catholic Social Teaching.
- To work with a spirit of compassion and generosity, making a positive contribution to the mission of the Church.

13. INTEGRITY IN THE SERVICE OF THE CHURCH

Integrity in the Service of the Church aims to help employees reflect on and uphold Christian vision and values in all relationships and actions. The principles and standards which make up the Integrity in the Service of the Church are extensions of five basic principles for Church employees in which they:

- 1. Are committed to justice and equity**
- 2. Uphold the dignity of all people and their right to respect**
- 3. Are committed to safe and supportive relationships**
- 4. Reach out to those who are poor, alienated and marginalised**
- 5. Strive for excellence in all their work**

Service, given according to these principles, is life-enriching for both providers and recipients.

Our Reform in the Walking program identifies the following values:

- Collaborative and can build engagement around a common purpose
- Energy and Passion for Gospel Mission – be informed by the needs of the people you serve – communities, poor, young and families

- Flexible and agile in how to respond to ever changing needs
- Accountability and delivery
- Foster solutions within the communities
- Stewardship Care

14. POSITION DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed and fully understand the position description for Parish Relations Officer. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____

Date _____

Employee Signature _____