



# Executive Officer

Join our recently formed Aboriginal Catholic Ministry (ACM) team as Executive Officer

## Catholic Diocese of Darwin

Darwin, NT | Full-Time

Are you an individual who thrives on improving organisational structures, capable of developing ground-up strategy and vision, with energy and passion for making a positive impact in the lives of others. The Catholic Diocese of Darwin is seeking an individual with organisational leadership experience to join the Aboriginal Catholic Ministry Team that includes two Aboriginal Leaders and an experienced Chaplain to work closely with leaders in locations across the NT.

### Why You'll Love This Role:

- **Exciting** newly created role based near the Botanic Gardens
- **Diverse Experience:** Engage with teams and people across many locations
- **Purposeful Work:** Assist in advancing lives through continuous review and development of this Aboriginal initiated initiative

### About You:

- **Experienced:** Background in leadership within Aboriginal Community works
- **Motivated:** Driven by initiative and generosity
- **Professional:** Highly Organised and partnership focused
- **Sensitive:** Developing effective relationships across a wide range of stakeholders
- **Responsible:** Listening, Planning, Co-ordinating, and Review

### Key Responsibilities:

- Facilitate ground-up visioning and strategy
- Enhance leadership, structure, communication
- Aid the development of an Aboriginal Voice for holistic decision making
- Aid the development and resourcing of other new initiatives across a wide region
- Assist the working team in prioritising, planning, supporting, reviewing
- Providing high level organisational and administration support
- Promote effective and evolving pastoral strategies

### Selection Criteria:

- Demonstrated commitment to the Catholic Eucharistic Community
- Intimate experience of working with Remote Communities
- Proven successful leadership experience
- Strong organisational skills and experience
- Excellent collaboration and teamwork abilities
- Developed interpersonal and communication skills

**Apply Now:** Submit your application via email to [cv@darwin.catholic.org.au](mailto:cv@darwin.catholic.org.au) or seek by COB Monday 22 July 2024. Include:

- A covering letter.
- Your current CV, including three referees (one being your current Parish Priest).
- A response addressing the selection criteria.

Should you wish to have a confidential conversation about this position, please email [cv@darwin.catholic.org.au](mailto:cv@darwin.catholic.org.au) and you will be contacted.

**Commitment to Safeguarding:** The Catholic Diocese of Darwin is committed to the safety, wellbeing and dignity of all children and vulnerable adults. All employees must have a valid Working With Children Clearance.

## POSITION DESCRIPTION

The Catholic Church of the Diocese of Darwin was established in 1847 and covers the Northern Territory. The Chancery of the Diocese of Darwin (Diocesan Office) provides the administration and accounting support to parishes across the Diocese.

‘The Diocese is committed to the safety, wellbeing and dignity of all children and vulnerable adults.’

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### JOB DESCRIPTION

**TITLE** ABORIGINAL CATHOLIC MINISTRY EXECUTIVE OFFICER

**MISSION** To aid the establishment an inclusive, united, and self-determined Aboriginal Catholic Ministry in the NT with the primary focus to provide a supportive environment where Aboriginal Catholics can practice their faith, celebrate their cultural heritage, and engage in meaningful dialogue about their social and spiritual challenges.

This role will provide executive support including strategy, organisational leadership and communication in the area of Aboriginal Catholic Ministry. The person will possess the ability to work alongside diverse stakeholder groups working towards positive outcomes for our Church Communities.

**ACCOUNTABILITIES** Chancellor

**POSITION TYPE** Full-time (5 days a week)

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### STATEMENT OF DUTIES

This role will provide executive support including strategy, organisational leadership and communication in the area of Aboriginal Catholic Ministry. The person will possess the ability to work alongside diverse stakeholder groups working towards positive outcomes for our Church Communities.

#### Key Responsibilities:

- Entrepreneurial thinking: Pioneer entrepreneurial ways based on experience to meet strategic initiatives.
- Direction: Provide expertise towards formulation and direction of a shared vision and strategy to an evolving venture.
- Relationship Management and Communication: Professional and sensitive engagement with stakeholders, including Aboriginal Leaders, Bishop, Chancellor, Pastors and Religious in remote regions, and other leaders across Diocese.
- Structure: Build leadership and structure around essential works and projects, including planning, program management, tracking, co-ordinating, administrative duties and team support.
- Managing Complexities: breaking down any silo mentality and creating synergy.
- Planning: Planning and co-ordinating across existing and new projects.

- Administration: Manage all team administration and reporting including facilitating forums, meetings across many communities.
- Capacity building/Big picture: Build capacity to meet growth in projects and works.
- Outcomes focused:
  - Results-driven approach – achieve measurable outcomes and demonstrate impact through consistent tracking and evaluation of initiatives.
  - Continuous Improvement: Implement and maintain a process for ongoing assessment and enhancement of programs and projects to ensure sustained success.
  - Innovation and Creativity: Encourage and integrate innovative ideas and solutions to improve efficiency and effectiveness of outcomes.
  - Sustainability: Ensure that outcomes contribute to the long-term sustainability and growth of the ACM.
  - Accountability: Establish clear accountability and reporting mechanisms to monitor progress and ensure alignment with strategic goals.
  - Impact Assessment: Regularly evaluate the impact of initiatives on communities and stakeholders to ensure positive and meaningful contributions.

There is a requirement for flexible work hours and some travel may be required as part of the role.

#### Other duties as required

- Assist with the overall mission work of the Diocese of Darwin.

#### POSITION SPECIFICATIONS

- Demonstrated commitment to the Catholic Eucharistic Community
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