1. **POSITION DESCRIPTION**

Position Title: Deputy Director

Department: Proclaim Office for Mission Renewal

Location: East Melbourne

Employment Status: Permanent, full time

Reports to: Director of Mission

1. **POSITION PURPOSE**

The primary purpose of Deputy Director is to lead a multi-disciplinary team that delivery the strategic and operational dimensions of the *Proclaim: Office for Mission Renewal* including parish renewal (animation), discipleship and formation initiatives embedded in our local communities of faith in the Archdiocese of Melbourne. Reporting to the Director of Mission, the Deputy Director is a key leader and collaborator in serving communities of faith to be vibrant, vital and viable so that all people can encounter Christ, engage in a life of faith and embark on mission.

The Deputy Director will be responsible for:

* Leadership of the strategic and operational dimensions of the *Proclaim: Office for Mission Renewal* team in line with the priorities of the Archbishop of Melbourne;
* Coordinating a team that is collaborative, operationally agile, flexible and responsive in facilitating their missionary orientation towards, and in support of, parishes and faith communities;
* Developing strategies and supports to engage, empower and equip parishes, especially clergy and lay leaders, to embark on the Take the Way of the Gospel journey;
* Building a culture of discipleship that fosters a personal encounter with Jesus Christ, and leads a person to engage more deeply with the life of faith, so as to embark on a life long journey as a member of the church, especially within youth, young adult and university ministry;
* Develop and implement formation initiatives that will create pathways to ensure the gift of faith is spoken and nurtured into the life of people wanting to grow in faith;
* Coordinating a team that is collaborative, operationally agile, flexible and responsive in facilitating their missionary orientation towards, and in support of, parishes and communities.

The role requires an understanding of, and commitment to, the teachings of the Catholic Church and a commitment to the philosophy and core values of the Archdiocese of Melbourne together with the ability to provide leadership, encouragement, knowledge, clarity, training, empowerment, support and advice.

1. **DEPARTMENT OVERVIEW**

*Proclaim: Office for Mission Renewal* was established in early 2020 to support the life of the Archdiocese of Melbourne in our aim to strive for ‘the missionary option’ in all we do. In responding to this call, we heed Pope Francis’ words in Evangelii Gaudium to seek 'a missionary impulse capable of transforming everything, so that the Church’s customs, ways of doing things, times and schedules, language and structures can be suitably channelled for the evangelisation of today’s world'. (§27)

The Proclaim team is at the service of parish communities within the Archdiocese, offering strategies, resources and support for the pastoral needs of parishes and local faith communities; and focusing on the proclamation of the Gospel, faith formation and Christian living delivered with missionary energy. The team is divided into three domain areas that direct our efforts:

* *Animation* – focussed on parish renewal with a team of animation consultants who work directly in support of clergy and parish leadership teams as they journey *Take the Way of the Gospel*.
* *Discipleship* – journeying in faith with youth and young adults, campus ministry, family accompaniment and embracing a vocations culture.
* *Formation* – providing support, inspiration and resources for adult faith formation, liturgy, prayer and initiation.
1. **ORGANISATIONAL DESCRIPTION**

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.

1. **KEY ACCOUNTABILITIES**
* Lead the strategic implementation and operational dimensions of the *Proclaim: Office for Mission Renewal* in line with the strategic plan and identified priorities of the Archbishop of Melbourne;
* Manage and support the *Proclaim: Office for Mission Renewal* team by building team effectiveness, collaboration, best practice, improvement and integration.
* In response to Pope Francis’s call to take the ‘missionary option’ (Evangelii Gaudium, §27) identify, develop and implement strategies for new initiatives, resources and programs that equip communities of faith to be vibrant, vital and viable.
* Engage, collaborate and build strong relationships and alignment with Clergy, Parishes and Catholic communities throughout the Archdiocese;
* Contribute to the governance structures on the prayerful discernment and practical implementation of the Archdiocese of Melbourne parish renewal journey - Take the Way of the Gospel (TWG).
* Develop implementation strategies for the Archdiocesan formation to assist parishes and communities in providing formation opportunities and pathways for their community members seeking to engage in a life of faith and embark on the path of discipleship.
* Liaise and collaborate with Catholic associations, ecclesial movements and other groups and networks to deliver opportunities for the spiritual flourishing of missionary discipleships in the Archdiocese.
* Acts as a point of responsibility and authority on behalf of the Director.
* The Archdiocese may require you to undertake other duties from time to time commensurate with your qualifications, knowledge, experience and ability.
* Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.
1. **JOB COMPETENCIES – (SKILLS)**
* Well-developed issue management and problem solving skills
* Tertiary qualifications in a relevant discipline (i.e. Theology, Education, or Liberal Arts) or currently undertaking
* National Police record and Working with Children Checks (essential)
1. **KEY SELECTION CRITERIA**
* A strong and lived commitment to the teachings of the Catholic Church, including a passion for the missionary imperative of the Church.
* Significant experience in a leadership role (preferably in a Catholic setting) as a leader of leaders.
* Advanced planning and problem-solving skills with the ability to develop workplans aligned with strategic programs of work.
* Strong ability to effectively liaise, consult and negotiate with a diverse range of stakeholders, and build positive relationships in an environment of change.
* Demonstrate an interest in and ease with working collaboratively with peers and mission partners.
* High level of integrity, honesty and confidentiality, with an awareness and appreciation of Catholic Social Teaching.
1. **OUR WORKPLACE VIRTUES**

We are intentional in the way that we work, deliberate in observing the impact we have on others, and mindful to make decisions in alignment with our workplace virtues:

1. **Wisdom**: Blessed are those who see for wisdom, for they shall judge wisely.
2. **Integrity**: Blessed are those who act with integrity, they shall experience inner peace.
3. **Honesty**: Blessed are those who act honestly, they will be trusted by others.
4. **Compassion**: Blessed are those who show compassion, they will receive understanding in return.
5. **Sustainability**: Blessed are those who seek justice for the earth, their descendants shall flourish
6. **Forgiveness**: Blessed are those who are able to forgive, for they will be forgiven.
7. **Generosity**: Blessed are those who are generous, for they shall receive an eternal reward.
8. **Courage**: Blessed are those who have the courage of their convictions, for they are modern heroes and heroines.[[1]](#footnote-1)

1. **POSITION DESCRIPTION ACKNOWLEDGEMENT**

By signing my contract, I acknowledge that I have received, reviewed and fully understand the position description for Deputy Director. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

1. Adopted from M. Oliva SJ, *Beatitudes for the Workplace*, Canada, Novalis Publishing Inc., 2009 [↑](#footnote-ref-1)