

## Position Description

### Coordinator of Committees (0.6 FTE)

**The Position:** The role of the Coordinator of Committees is to work effectively and collaboratively in serving the mission and vision of Catholic Religious Australia.

The purpose of the Coordinator of Committees is to support CRA and its members by facilitating the work of designated CRA Committees and undertaking projects that arise from time to time within the Secretariat.

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**Accountability and reporting:** The Coordinator of Committees reports to and is accountable to the National Executive Director.

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**Key Responsibilities:** The Coordinator of Committees is responsible for and attends to:

*Committees:*

- the effective administration, support and organisation of all aspects of designated CRA Committees, communities of practice and working parties including:
  - supporting Committee meetings included scheduling meetings, organising catering, preparing agendas, attending meetings, taking minutes and managing membership
  - preparing reports and briefing documents
  - preparing annual budgets for CRA Committees
- assisting to shape the Committees' initiatives into strategic outcomes through dialogue and facilitation during meetings, ensuring the link between the Committees and the CRA Strategic Priorities
- actioning the terms of reference of the Committees
- undertaking the work as identified by the Committees, which may include researching, sourcing or preparing resources, tools, advice, and information for distribution to members, applicable in states or nationally.

*Events:*

- organising events for CRA members, teams and religious or more broadly. It includes preparation and distribution of event flyers, venue bookings, sourcing and liaising with speakers, registration processes, hospitality at events, ensuring income/expenditure within budget and reporting. Events may be for spiritual enrichment, professional development or networking, and may include seminars, workshops, retreats and dinners or other.

*Projects:*

- the effective actioning of multiple short-term and long-term projects as identified from time to time

- preparation of briefing papers as required by the National Executive Director
- other tasks as required

<b>Key Relationships:</b>	<ul style="list-style-type: none"> <li>▪ National Executive Director and Secretariat staff</li> <li>▪ Committees of CRA</li> <li>▪ Leaders, members and personnel of Religious Institutes</li> </ul>
<b>Associated Relationships</b>	<ul style="list-style-type: none"> <li>▪ Relevant Church agencies</li> </ul>
<b>Key Skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent communication skills, both written and verbal</li> <li>▪ High-level organisational and administrative skills in supporting committees or similar</li> <li>▪ Successful implementation of decisions arising in meetings</li> <li>▪ Successful project management experience</li> <li>▪ Delivery of short and long-term projects, with a high degree of accuracy and attention to detail</li> <li>▪ Strong time management skills with the capacity to manage multiple priorities, re-prioritise and move between multiple projects and tasks</li> <li>▪ Education or equivalent experience in an area relevant to the role</li> <li>▪ Events management/coordination experience</li> <li>▪ Ability to build credibility with key stakeholders</li> </ul>
<b>Key Attributes:</b>	<ul style="list-style-type: none"> <li>▪ Demonstrated commitment to the mission and values of the Catholic Church and religious congregations</li> <li>▪ Exceptional interpersonal skills, observation and judgement</li> <li>▪ Strong member-service focus and a team player</li> <li>▪ Capacity to build and maintain networks across a variety of internal and external stakeholders and throughout the country</li> <li>▪ Initiative and creativity to meet the changing needs of religious institutes, their members and employed personnel</li> <li>▪ Ability to work collaboratively</li> <li>▪ Have the highest standards of discretion, sensitivity and appropriate practical knowledge of requirements for privacy, confidentiality, ethical practice and data protection</li> </ul>
<b>Performance Measures:</b>	<ul style="list-style-type: none"> <li>▪ Successful outcomes of the major responsibilities of the role</li> <li>▪ Achievement of the agreed objectives of any work plans</li> <li>▪ Service levels and the level of satisfaction expressed by key stakeholders in respect of the individual's performance and the collective performance of CRA</li> </ul>

***CRA is committed to safeguarding children and adults at risk and has a zero-tolerance to abuse***