



POSITION DESCRIPTION

<i>Role:</i>	Leader – The Carmelite Centre
<i>Location:</i>	214 Richardson Street, Middle Park, Victoria
<i>Role Type:</i>	Part- time, direct employment position. Applicants who wish to nominate other arrangements are welcome to include these requests in their application.
<i>Commencement:</i>	Flexible, but prefer MAR 2025 start
<i>Duration:</i>	Three year initial term
<i>Salary and Hours:</i>	\$59 per hour = \$30,680 per annum for 10 hours per week.
OVERVIEW	
<i>Who are we?</i>	The Carmelite Centre Melbourne is an initiative of The Carmelites, Australia and Timor-Leste Province . It has been operating for fifteen years. The Carmelites are a contemplative Order with a specific focus on prayer, community and service. https://www.thecarmelitecentremelbourne.org/
<i>Mission and Purpose</i>	Our mission is to bring the essence of the Carmelite tradition of contemplation, service and hospitality to the community through a range of spirituality based programs and experiences. The Carmelite tradition honours the individual, embraces community and welcomes people who seek spiritual and personal enrichment. Our purpose is to facilitate spiritual journeys, growth and community by encouraging contemplation, independent and free thinking, and an attitude of simplicity, humility and gratitude.
<i>Overview of Role</i>	<ul style="list-style-type: none"> The Leader will be responsible for guiding and leading The Carmelite Centre as it grows and moves forward into its future. The ideal applicant will be deeply committed to their own spiritual journey in the Christian faith. The role of Leader focuses on facilitating spiritual journeys in the Carmelite tradition of contemplation, service and hospitality with the world. Upholding the Centre’s vision and mission are pivotal to promoting the Centre’s future growth by fostering connections and providing support through its ministry and various programs. Working closely with the Team, the Leader provides program development and management, marketing and outreach support to engage and grow the community. The Leader takes responsibility for the Centre’s budgeting process, strategic planning efforts, development and, building relations with the community. The Leader will be a key participant in fundraising activities for the Centre.

<i>Collaborative Team</i>	<p>The Leader works with:</p> <ul style="list-style-type: none"> • Facilitators: Volunteers who are responsible for planning and managing their individual area of the program. • Assistants: Paid staff or contractors who provide support for administration, communications and pastoral care.
<i>Supervision:</i>	<p>Direct line manager is the Provincial Business Manager, based in Melbourne. Supported in the role by the Management Committee.</p>
RESPONSIBILITIES	
<i>Program</i>	<ul style="list-style-type: none"> • Provide strategic leadership to support the ongoing growth and development of the program at the Centre. • Ensure the quality of the offerings of the Centre, and their compatibility with the Carmelite, Catholic and Christian ethos of the Centre. • Lead planning initiatives, ensuring all programs align with the Centre’s Mission and Vision. • Develop and implement programs in collaboration with facilitators. • Support and develop the existing team of facilitators, and recruit new facilitators as required. • Manage all aspects of the Centre and the efficient delivery of the program.
<i>Promotion</i>	<ul style="list-style-type: none"> • Publicise and promote the work of the Centre throughout Victoria, New South Wales and Queensland. • Build new audiences in both online and “in-person” environments.
<i>Finances</i>	<ul style="list-style-type: none"> • Develop and supervise the annual budget for the Centre in collaboration with the Business Manager. • Develop strategies to encourage participant and external funding of the work of the Centre. • Prepare quarterly reports for the Provincial Council.
<i>Successful applicants</i> MUST HAVE:	<ul style="list-style-type: none"> • A commitment to one’s own spiritual journey in the Christian tradition. • An affinity with Carmelite spirituality. • Tertiary qualifications in a related discipline. • Demonstrated leadership and strategic planning and management abilities, with the capacity to instigate new initiatives. • An ability to foster a spirit of hospitality and inclusion. • An ability to lead and work both collaboratively and independently. • An ability to be creative and innovative in developing the program.
<i>These additional skills would be WELL REGARDED and should be referenced in your application:</i>	<ul style="list-style-type: none"> • Management experience in a collaborative environment. • Wide knowledge and experience of different approaches to spirituality. • Experience overseeing budgets and ensuring operational sustainability. • Experience in the development and promotion of new programs.

APPENDIX: CARMELITE CENTRE MANAGEMENT COMMITTEE

- Membership:
 - Leader
 - Rector / Spiritual Shepherd (appointed by Provincial Council)
 - Provincial Business Manager
 - Two or three other persons appointed by Provincial Council (could include other Carmelites, program leaders, people from other spirituality centres)

- Responsibilities:
 - Meets six per year (every two months)
 - Approval of new programs
 - Support for the Leader role
 - Development of strategic vision and direction
 - Supervision of finances within overall budget envelope
 - Consideration and coordination of fundraising opportunities
 - Risk management & safeguarding
 - Regulatory obligations