

POSITION DESCRIPTION (PD) for Diocesan Director of the Diocese of Rockhampton

Position Title (Generic):	Diocesan Director	Position Title (Specific):	Diocesan Director – Diocese of Rockhampton
Reporting to:	Province Director – Archdiocese of Brisbane	Direct Reports:	None
Position Location:	Diocese ROCKHAMPTON	Position Code:	DD-PT
Full Time Equivalent (FTE):	15hpw=0.4FTE	Date:	3/03/2025
Financial Authority:	<input checked="" type="checkbox"/> Authority level to \$2000 <input checked="" type="checkbox"/> Credit card to monthly cap of \$2000	Rem Code:	FG
		Rem Steps:	From: S21 To: S28
		Award	No Award - ACBC guidelines
About Catholic Mission	Catholic Mission (CM) is the Pope’s international mission agency in Australia. We partner with communities, helping them to flourish by supporting grassroots projects, including healthcare, education, and faith formation, and being an active voice for human rights.		
Purpose of Role	<p>The Diocesan Director (DD) works in conjunction with the Bishop of the Diocese of Rockhampton to implement the national program for Catholic Mission (CM) and the broader Pontifical Mission Societies (PMS).</p> <p>As a part of a national team, the DD is the local regional coordinator and representative that provides services, programs and expertise within the Catholic Church in Australia.</p> <p>The primary objectives of the role are to:</p> <ul style="list-style-type: none"> Continue to grow the success and presence of CM within the two dioceses, including generating both increasing pastoral and financial support for the projects of CM. Maintain and nurture relationships with stakeholders, supporters and donors of CM, to ensure the effective delivery of our formation programs, including the growth of our donor/supporter base. <p>The position plays a pivotal part in helping raise awareness, within the broader Australian society, of the reality that many human beings struggle daily to survive and that faith in action can bring about effective, hope-filled change to people who are suffering.</p>		
Primary Duties & Key Performance Indicators (KPIs)			
Key Responsibility Areas – Expected End Results		Key Performance Indicators (KPIs) – Measures of Success	
Mission Inspired Identity			
1. Promoting and creating strong awareness of CM’s mission by ensuring the distribution and promotion of CM publications and materials developed for targeted audiences throughout the diocese. Significantly impacting the contemporary practice of mission lived and proclaimed within the Diocese by role modelling and close liaison with the bishop, diocesan teams and communities.		<ul style="list-style-type: none"> Meet or exceed the fundraising targets established for the annual parish appeals in the diocese. Increase in the number of people (students and adults) involved as Mission Ambassadors attributed to the activities of the Diocesan Director. Attendance at one clergy meeting per annum to talk about CM projects and the Mission Ambassador program. 	
2. Accountability for the practical conducting and co-ordinating of parish led and ad hoc appeals (both written and in person), including recruiting and training speakers and volunteers to provide personal stories and passionate understanding of the missionary work within parish communities.		<ul style="list-style-type: none"> Training of Mission Ambassadors in lead up to World Mission Month (WMM). At least one meeting per annum with the bishop. Attendance at least one education event in the Diocese per annum. 	

**Fundraising and Community Engagement
(Projects that Transform)**

<ol style="list-style-type: none"> 3. Maintaining a keen focus and unflinching resolve to develop increased funding for the work of CM to support the work of the Catholic Church overseas, and within remote or vulnerable communities within Australia in partnership with the Philanthropy Officer for QLD. 4. Providing a contact point and maintaining strong relationships and networks to ensure the acquisition and retention of donors, particularly major donors and bequestors: <ul style="list-style-type: none"> o Working with the <i>Philanthropy Manager</i> and regional <i>Philanthropy Officer QLD</i>, to assist in supporting bequest campaigns and major gifts acquisition. 5. Working with the <i>Regular Giving</i> and <i>Parish & Community Engagement Coordinators</i>, to increase the number of regular donors through parish appeals and other forms of engagement based on the national strategy. 6. Working with the <i>Regular Giving Coordinator</i>, to increase the number of organisations and individuals participating in Workplace Giving within the diocese. 7. Coordinating with the <i>National Schools Engagement Manager</i> and the local <i>Youth & Schools Engagement Officer QLD</i>, an increase in the engagement in and schools fundraising. 8. Seeking opportunities by linking to other interested parties and individuals to arrange presentations and coordination of presentations by others in parishes, schools, diocesan groups and organisations about the Church's mission and CM. 9. Liaising closely with the national team to recommend ideas and options to promote missionary formation within the dioceses. 	<ul style="list-style-type: none"> • Every parish within the dioceses receives the annual Catholic Mission Church Appeal pack and is equipped to utilise the resources in the parish to engage parishioners. • Increase in the number of donors, gifts and bequestors attributed to the activities of the DD. • Increase in fundraising attributed to the activities of the DD in parishes, schools, workplace giving, major gifts and events. • Donor and supporter events (particularly major gifts and bequests) are run on time, within budget and achieve the outcomes, including financial, that are established for each event.
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Person Centred Engagement

<ol style="list-style-type: none"> 10. As agreed within the annual operational plans, provision of opportunities for individual growth and development, both in formation and in professional competencies, for self and any diocesan employees. 	<ul style="list-style-type: none"> • Taking advantage of learning opportunities indicated within the individual Performance Development and Review (PDR) plan for yourself and individuals that you are supervising or mentoring. • These need to be in accordance with CM's Continuing Professional Development (CPD) policy/procedure.
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Future Proofing the Organisation (Managerial)

<ol style="list-style-type: none"> 11. Being open and transparent in keeping records and ensuring that donor and supporter details and activities are captured in the CRM. Report on diocesan activities and results as required by CM's reporting standards. <ul style="list-style-type: none"> o Ensuring the careful and fully reconciled transfer of any funds received to the appropriate CM account. o Establishing, monitoring and delivering of targets and financial arrangements as agreed each financial year. 	<ul style="list-style-type: none"> • All donor data and activities are recorded in the CRM within two business days of an update or activity. • The annual operational plan is implemented each financial year in a timely manner. • Diocesan financial budget and transparency management via: <ul style="list-style-type: none"> o Provision of recommendations to the budget for the year in keeping with the national program and operational plan. o Ensuring that the activities, initiatives and resources required fall with the approved budget, once approved. o Ensuring that any decisions that fall outside the operational plan and national program must take place in consultation with and with the approval of the Province Director. • Positive representation of CM and achievement of the annual plans of CM.
<ol style="list-style-type: none"> 12. Comply with CM work, health and safety measures and standards 	<ul style="list-style-type: none"> • Safe work practices are observed in accordance with training and instruction given. • Risks/hazards are identified and reported where appropriate, in order to eliminate or prevent the risk recurring.

<p>13. Comply with CM Safeguarding Children and Vulnerable Adults policy and procedures, ensuring the protection of children and the vulnerable from harm, abuse and exploitation.</p>	<ul style="list-style-type: none"> • Commitment to the safety and well being of all children and vulnerable adults is shown. • Upholding of the rights of children as stated in the United Nations Convention on the Rights of the Child, to which Australia is a signatory. • Ensuring that the programmes offered to children and vulnerable adults, and the environment in which the programmes are delivered, are safe.
Challenges of the Position	
<ul style="list-style-type: none"> • Developing a pool of parish appeal speakers (Mission Ambassadors both adults and students). 	
<ul style="list-style-type: none"> • Developing relationships with key Catholic stakeholders throughout the diocese. 	
Person Specification	
Essential	Knowledge <ol style="list-style-type: none"> 1. Due to the essential breadth of involvement with parishes, clergy and the Catholic Church’s evangelisation activities, this position is identified as requiring a practising Catholic who will have an understanding of, appreciation for and commitment to promote Catholic principles, values and global mission. 2. Hold an affinity for Catholic values and beliefs, principals of justice, human rights and Catholic Social Teaching, and for CM’s stated aims (www.catholicmission.org.au) 3. An understanding of the structure of the Catholic Church. 4. Tertiary qualifications at degree level in a relevant discipline (Theology, Education, Fundraising, Management, or Sales and Marketing).
Essential	<ol style="list-style-type: none"> 1. Demonstrated involvement in the Catholic Church in your parish. 2. Proven professional experience of at least three (3) years within a Catholic Church position, and/or equivalent professional roles within the sectors of education, marketing, fundraising, or event management. 3. Proven experience in building excellent rapport with individuals and groups; and networking ability within your Diocese and regional area of Australia. 4. Understanding of and appreciation of fundraising as demonstrated in previous roles.
Essential	Skills <ol style="list-style-type: none"> 1. Relationship management within a fundraising context. 2. Demonstrated capability to deliver high quality verbal and written communication including public speaking presentations, reports, education sessions and especially leading pastoral and prayer group activities. 3. Proven significant capability to organise tasks, achieve targets and manage competing priorities in a professional and proactive manner. 4. Solid stakeholder management experience. 5. Sound computer skills to prepare documents, presentations and spreadsheets. 6. Experience in training delivery and administration. 7. Current car driver’s licence and willingness to travel throughout the diocese, including evening and weekend work.
Characteristics	<ul style="list-style-type: none"> • Patience and Tenacity • Team oriented • Accountable • Energetic • Resilient • Pastoral • Ethics and Integrity • Relational • Proactive • Learning Mindset • Resourceful and Pragmatic
Other	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> A Criminal History Check is required for this position. <input checked="" type="checkbox"/> A Working with Children Check is required for this position. <input checked="" type="checkbox"/> The Pontifical Mission Societies are established under the authority of the Pope. As such, appointments within a particular diocese are in conjunction with the local archbishop or bishop. Following formal interviews, the Catholic Mission national director nominates the preferred candidate to the bishop for consideration, confirms approval from the bishop and arranges the formal appointment. <input checked="" type="checkbox"/> Appointment to this position is subject to successful completion of a probationary period of six (6) months. <input checked="" type="checkbox"/> Three referees are required, of whom one should be the applicant’s parish priest. <input checked="" type="checkbox"/> Evening and weekend work is required. Compensation for this includes time-in-lieu as mutually agreed with Catholic Mission. Work hours can be flexibly arranged during the year to address fluctuating workloads by agreement with the national director. <input checked="" type="checkbox"/> A mobile phone allowance of \$130pa is provided with this position.

Key Stakeholders/Relationships			
Internal	<ul style="list-style-type: none"> • National Director. • Deputy National Director. • Province Director- Queensland • Director of Community Engagement (or Interim Fundraising Manager) • HR Director • Associate Director of Mission Formation. • Associate Director of Programs. • Associate Director of Supporter Engagement • Associate Director of Communications and Digital • Fundraising Team • Supporter Engagement Team • Diocesan Directors and staff throughout Australia. 		
External	<ul style="list-style-type: none"> • The Bishop of the Diocese of Rockhampton. • Diocesan clergy, priests and religious brothers, religious sisters, lay leaders in diocesan and parish roles. • Supporters and donors of CM. • Volunteers for CM. • Parish teams: Pastoral associates, Parish priests, Parish secretaries, parish committees and groups. • School teams – administrators, teachers and senior school leadership. • Other Catholic and non-Catholic organisations that collaborate with CM. 		
PREPARED BY:		AUTHORISED BY:	
Name	Sharon Messina	Name	Martin Lewis
Position Title	HR Director	Position Title	Province Director QLD
Date	3/03/2025	Date	3/03/2025
AUTHORISED BY:			
Name	Brian Lucas		
Position Title	National Director		
Date	3/03/2025		