



CATHOLIC ARCHDIOCESE OF MELBOURNE

POSITION DESCRIPTION

Position Title:	Coordinator-Aboriginal Catholic Ministry Victoria
Department:	Aboriginal Catholic Ministry Victoria (ACMV)
Location:	434 St Georges Road, Thornbury (with regular travel across Victoria and Melbourne required)
Employment Status:	Full Time or Part Time (0.8 FTE or 0.6TF)
Reports to:	Director, Proclaim Office for Mission Renewal
Number of direct reports:	2

POSITION PURPOSE

The Aboriginal Catholic Ministry Victoria is a ministry of the Archdiocese of Melbourne; that supports, forms and presents the voices of Aboriginal Catholic people of Victoria to the wider Catholic Church community.

The role focuses on promoting shared understanding and reconciliation, with pastoral care of Catholic Aboriginals and Torres Strait Islander people supporting them in living their faith.

The Coordinator will represent the concerns of Aboriginal and Torres Strait islander peoples and act as an advocate on their behalf working in collaboration with the Victorian Catholic Bishops and the Office of the Archbishop in communicating advocacy for Indigenous related policy and campaigns.

An important part of the role is developing priorities for ACMV, by working with the Victorian Aboriginal Catholic Council, the Dioceses in Victoria; Sandhurst, Sale and Ballarat and connecting with the Victorian Catholic Education Offices, and the Aboriginal community throughout Victoria.

The Coordinator will be the custodian/caretaker of the ACMV centre nurturing this safe and spiritual space and the staff and volunteers who work there.

The Coordinator as an Aboriginal or Torres Strait Islander is employed by the Catholic Archdiocese of Melbourne (CAM), within the *Proclaim: Office for Mission Renewal* and aligned to the values of both ACMV and the Catholic Archdiocese of Melbourne. Inherent in all of the above duties is the necessity for the Coordinator of the ACMV to be of Aboriginal or Torres Strait Islander descent.

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. 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.
- *Discipleship* – supporting youth and young adults, campus ministry, family accompaniment and a vocations culture.
- *Formation* – providing publications (including the To Know, Worship & Love texts) and resources for adult faith formation, liturgy, prayer and initiation.

ORGANISATIONAL DESCRIPTION

The Archdiocese of Melbourne through its ministries and agencies is at the service of the people of God, planting the Gospel of Jesus Christ into their communities and lives daily.

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.

At CAM we empower our staff by offering flexible work options, and a supportive and collegiate work environment.

KEY ACCOUNTABILITIES

Key responsibilities will include:

- Supporting, coaching, and developing team members
- Contribute to the identification of Proclaim: Office for Mission Renewal priorities and annual goals
- Establishing annual goals for individual team members that align with team priorities, conducting half-year and annual reviews.
- Look at ways to encourage state-wide engagement, empowerment and support of Aboriginal and Torres Strait Islander Catholics.
- Conduit for the domain to ensure collaboration and engagement where identified by the Director
- Create and share initiatives, formation and resources that support the spiritual needs of Indigenous Catholics across Victoria.
- Support the Engagement Officer in workshops and education programs for parishes that helps them better understand Aboriginal and Torres Strait Islander peoples, their cultures and spirituality.
- Support Catholic Aboriginal and Torres Strait Islander families prepare for the Sacraments of Initiation and funeral preparations.
- Establish relationships with local Elders and update them on the activities of the ACMV.
- Coordinate and provide advice for diocesan liturgical celebrations that include Aboriginal and Torres Strait Islanders.
- Monitor the budget.
- Take reasonable care to protect the health and safety of self, fellow staff and others in the workplace.

KEY SELECTION CRITERIA

- Understanding and alignment with the values and teachings of the Catholic Church.
- Knowledgeable about Indigenous culture and spirituality, and the relationship to the Catholic faith tradition.
- Understanding of the Catholic Church structure, organisations, and ministries across Victoria.
- Experience in dealing with confidential information and keeping it safe.
- Good communicator, and able to connect with all walks of life in a friendly and accepting way.
- Ability to plan work, manage a number of difference activities that support the ACMV and CAM.

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

- Basic Microsoft Office skills including Outlook, Excel, Word and PowerPoint
- Ability to stay positive, even when things are not certain, or the way forward is not clear.
- Ability to motivate, mentor and coach staff and volunteers.
- Ability to work independently and as part of a team.
- Aboriginal or Torres Strait Islander person.

Pre-employment screening requirements

The Catholic Archdiocese of Melbourne is committed to the safety, wellbeing and dignity of all children and vulnerable adults. It is a requirement across our organisation that all clergy, employees and volunteers have the following.

- A valid National Police Records Check
- A valid Working with Children Check

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

POSITION DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed and fully understand the position description for ACMV Coordinator. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____

Date _____

Employee Signature _____