



## POSITION DESCRIPTION

Position Title	Chaplaincy Convenor	Line Manager	PVC, Governance & Legal
Employment Type	Professional	Office	Chaplaincy
Location	Sydney	Classification	HEW 6
Position Number		Date Reviewed	7 April 2025
Classification approved by:	Director, People Services		
Industrial Instrument	The University of Notre Dame Australia Enterprise Agreement 2022 - 2026		

### About the University

Since its inception in 1989, The University of Notre Dame Australia (UNDA) has become a leader in higher education and now has over 12,000 students enrolled across its three main campuses in Broome, Fremantle, and Sydney. UNDA is an Australian University, which embraces both the modern Australian university tradition and the ancient and esteemed traditions of Catholic universities in both Europe and North America. The University is especially noteworthy as a leader in the great traditional professional disciplines of Health and Education, long associated with the mission of the Church in Australia. Through its Broome Campus, the University has a special role in the education of, and service to Aboriginal people of North Western Australia.

### About the Office

The Chaplaincy team plays a pivotal role in fostering a vibrant spiritual and intellectual life on campus; working collaboratively across the institution to create a welcoming and inclusive environment where students and staff can explore and deepen their faith. By organising spiritual and intellectual events, the Chaplaincy team ensures that the rich traditions of the Catholic Church are woven into the everyday experiences of the University community, allowing individuals to engage with their spirituality and seek a deeper connection with God. The Chaplaincy team also actively engages with the broader campus community by promoting social justice initiatives rooted in Catholic social teaching. By integrating faith, the Catholic intellectual tradition, and service, the Chaplaincy team helps enrich the educational experience at Notre Dame.

### Position Purpose

The Chaplaincy Convenor has a vital role in the shared leadership of the University's Chaplaincy offering, and plays an important role in ensuring the Catholic intellectual tradition is experienced as part of campus life. The primary focus and responsibility of the role is to provide faith and formation programs and opportunities for students and staff, and to ensure there are regular liturgical and sacramental opportunities for all within the university community. The Chaplaincy Convenor plays an integral role in assisting all within the University community to give witness to the Catholic ethos. This role is pivotal in promoting the mission of the University while encouraging engagement in the Catholic faith and nurturing a vibrant spiritual life on campus.

### Key Accountabilities

The duties of the position include, but are not limited to:

- coordinating the broader Chaplaincy team in its contribution to such large scale University activities as Orientation both online and on campus, Graduation Masses, Open Days, etc., including liaising with Faculties and advising on key student engagement activities.
- assisting in the administration of the Chaplaincy Office, including budget management, event coordination, and record-keeping.

- consistent with the Catholic intellectual tradition, supporting the development and implementation of formation sessions and programs for students and staff;
- organising retreats, opportunities for prayer and contemplation, scriptural readings and alternate liturgies for students and the wider University community that nurture the spiritual development of students and staff;
- maintain an active presence on Campus to meet and engage with staff and students;
- assisting in organisation of the regular and special purpose liturgical and sacramental celebration for the University community, including daily mass;
- liaising with Parish Priests, Administrators and Chaplains to provide liturgies, prayer groups, discussion groups and other activities for all sites of the Sydney Campus;
- providing resources and opportunities for faculty and staff to deepen their understanding of Catholic teaching and its application in higher education.
- fostering a supportive and inclusive environment for students, faculty, and staff.
- collaborating with senior leadership to ensure that Catholic values are woven into all aspects of university life, including academic programs, student services, staff services and community outreach initiatives.
- strengthening the relationships with the parishes of St Benedict's and Sacred Heart, and with other parishes and agencies of the Archdiocese
- fostering partnerships with local parishes, dioceses, and Catholic organisations to enhance the university's outreach and engagement with the broader Catholic community;
- build strong, collaborative relationships and maintain dynamic communication with stakeholders, including alumni and external community partners, to enhance the mission of the Chaplaincy forward
- evaluating and presenting data by building surveys and reports for the purpose of student engagement initiatives to support informed decision making and service improvements;
- assisting with the development and implementation of pastoral care policies and programs for both students and staff;
- assisting the University with Catholic youth events and opportunities in the Archdiocese;
- participating in ongoing professional development and theological education to enhance personal competency and effectiveness in ministry;
- developing and managing relationships with Catholic agencies, religious communities, groups and movements to support the Objects of the University;
- staying informed about Church teachings, contemporary Catholic issues, and the spiritual needs of the University community;
- promotes inclusive engagement and collaboration with individuals of various faiths, including Christians as well as staff and students on campus
- Comply with all other reasonable training and duties as identified by the line manager (or delegate).
- Comply with University policies and procedures in all aspects of their work and conduct.

## Selection Criteria

### Qualifications & Experience

- Possession of a relevant degree qualification, with relevant work experience in a similar role and/or an equivalent combination of relevant experience and/or education
- Deep understanding of Catholic teachings, traditions, and the role of higher education within the Church.
- Proven leadership experience in higher education, particularly in mission-related roles.
- Demonstrated experience in campus ministry or a related field is preferred.
- Experience in the delivery of adult faith formation initiatives.

### Knowledge, Skills & Abilities

- Strong interpersonal and communication skills, with the capacity to build trust and rapport across diverse Campus constituencies.
- Strong organisational skills
- Proficient in MS suite of applications (MS Word, Xcel, PowerPoint, Teams), and applications like Zoom.
- Ability to manage budget and resources allocated to Chaplaincy-based student or staff engagement activities.

### Key Relationships

The role works closely with the PVC Governance and Legal, the School of Philosophy & Theology, the Student Service team, the Communications team and the Events team.

### Delegations

Authority to commit resources as in line with the Delegations of Authority Policy and is responsible for efficient time management and effective use of work resources.

### Position Demands

Refer to Job Demands Checklist / Line Manager to Provide

### Special Requirements

Supportive of the [Objects](#) of Notre Dame as a Catholic University.

National Police Clearance and Working with Children Check (if applicable)

Maintain an active presence on campus to connect and interact with staff and students.

### Health, Safety and Wellbeing

- Ensures safe working environments are provided for employees, volunteers, contractors and visitors.
- Models compliance with relevant legislation, professional standards, policies, procedures and instructions.
- Consults with their representatives on safety and health matters.
- Demonstrates an understanding with UNDA's policy and procedures in identifying and reporting of any risk and/or compliance related issues, hazards, concerns or incidents (including near misses).
- Demonstrates an understanding of your own safety and that of others in the workplace

\*The approval process is to reflect that the position description has been classified by People & Culture and is an accurate description of the requirements of the position (with input by Line Manager). The purpose of this position description is to serve as a general overview of the accountabilities, knowledge, skills and capabilities required for this position. This position description is not intended to represent the entirety of the job and therefore the occupant of the position may be required to perform other reasonable work-related duties that are not specifically listed. The University (People & Culture) can from time to time have the authority to amend and update the position description to ensure it reflects accurately with organisational changes and policy compliance.