



Catholic Archdiocese of Adelaide

POSITION DESCRIPTION

POSITION TITLE	Coordinator, Mary MacKillop Penola Centre
LOCATION	Penola, South Australia
REPORTS TO	Mary MacKillop Penola Centre Committee
TENURE	Permanent - Part-time 30 hours per week

PRIMARY OBJECTIVE OF THIS POSITION

The coordinator will manage the day-to-day activities of the Mary MacKillop Penola Centre, which includes the Mary MacKillop Interpretive Centre, the Woods MacKillop Schoolhouse, Cameron Home, the displays, information and facilities within those buildings and surrounding grounds.

The coordinator will foster, amongst the volunteers of the Centre, an atmosphere of hospitality, unity and harmony in the spirit of St Mary of the Cross MacKillop.

The coordinator will provide leadership and management and develop and review the processes and policies of the Centre, which will enable a cycle of effective communication and continuous improvement in systems and procedures.

KEY WORKING RELATIONSHIPS

- Parish Priest
- Parish Pastoral Council
- Mary MacKillop Penola Centre Committee
- Volunteers
- Archdiocesan Property Office
- Archdiocesan Finance Liaison Officers

KEY RESPONSIBILITIES

Leadership and Administration

- Co-ordinate all the activities of the Mary MacKillop Centre and Chair the Committee Meetings.
- Communicate with the Parish Priest and Penola Parish Community through representation on the Parish Pastoral Council.
- Ensure that through the volunteers, visitors are welcomed and receive all possible assistance to make their visit satisfying and enjoyable.
- Provide opportunities for volunteers and visitors to develop a deeper understanding of the story of Mary MacKillop, Julian Tenison Woods and the Josephite charism.
- Ensure all new volunteers receive adequate induction

- Prepare the Annual General Meeting and write a Report as Chairperson.
- Welcome coach groups on arrival. If requested, ensure that town tours and catering arrangements are in place.
- Be aware of all community, council, state and federal government grant funding that may be available the Centre and make applications when appropriate.
- Lead the ongoing enhancement and strategic development of the Centre's displays and offerings to ensure high-quality, engaging experience.
- Attend to the opening and closing of the Centre, including end of the day procedures, and respond to afterhours alarms when required.

Media

- Act as the Mary MacKillop Centre's media representative or delegate this to another Committee member if appropriate
 - Give interviews to journalists when requested
 - Arrange for significant events to be published in the local press and Southern Cross as appropriate
- Arrange and oversee articles to be published on the website
- Ensure that the Mary MacKillop Penola Centre's website is updated regularly
- Monitor any involvement in social media which is related to the Mary MacKillop Penola Centre
- Take initiatives about marketing and promoting the Mary MacKillop Penola Centre
- Update brochures and any relevant publications

Financial

- Send a copy of audited annual financial reports and Chairperson's report to the Catholic Church Endowment Society Adelaide Archdiocesan Office
- Complete annual information statement for Australian Charities and Not for Profit Commission in conjunction with the Adelaide Archdiocesan Office
- Check insurances and add major assets when purchased and delete any items that have been decommissioned
- Ensure that all accounts are paid promptly
- When required by the Treasurer, check and countersign accounts
- Relieve the Treasurer as required.

Property and Maintenance

- Ensure that the overall maintenance of the buildings and grounds is kept to a high standard
- Follow up maintenance issues and consult with contractors and other specialists as required
- Ensure that the buildings comply with heritage requirements and that any maintenance is in accord with these stipulations

PERSON SPECIFICATION

- A commitment to the Catholic ethos
- A skilled, proactive approach to leadership
- Experience working with volunteers

- Experience in business services, finances, property maintenance, and budget preparation
- A capacity to initiate positive and effective change
- Experience in strategic planning and systems
- Well-developed skills in problem solving
- Advanced IT skills
- Excellent administration skills
- Excellent organizational and time management skills
- Excellent interpersonal and communication skills
- A flexible approach
- A sense of humour
- A Driver's Licence

OTHER CONDITIONS

- It is a requirement that a Police Check of all staff is undertaken prior to employment and is updated regularly in accordance with Archdiocesan policy. Employment is conditional on a successful Police Check clearance.
- Abide by the provisions of the *Safeguarding Children and Young People Policy* and Best Practice Guidelines.
- Attend training in Child Safe Environments: Reporting Abuse and Neglect within three months of commencing in the role and refresher training as required.
- Contribute to the Archdiocese of Adelaide's Work Health and Safety policies and programs by:
 - understanding employee rights and responsibilities under the Work Health and Safety Act 2012,
 - meeting the requirements of the Work Health and Safety policies and programs,
 - participating in Work Health and Safety training programs
- During your employment you are required to observe all policies and procedures. These have been established to ensure that we meet the ethical, quality and industrial standards necessary for a high level of professionalism.

Print name	Signature	Date
EMPLOYEE:		
MANAGER:		