



Aid to the
Church in Need

ACN A U S T R A L I A

PO Box 335 Penrith NSW 2751 **1800 101 201** www.aidtochurch.org

ABN 62 418 911 594

Position Description: Volunteer Coordinator - Parish Engagement

Reporting to: Director of Engagement

Employment Type: Part-Time (3 days per week equivalent)

About Us

Aid to the Church in Need (ACN) was founded by Fr Werenfried van Straaten in 1947 as a Catholic aid organisation for war refugees. It is the only international Catholic organisation today that focuses on the pastoral and spiritual support of suffering Christians. Through the offerings of 350,000 benefactors worldwide, ACN raises over \$200 million annually and supports some 5,500 projects across 140 countries each year. ACN Australia and New Zealand began in 1965 and is one of 23 national offices which seeks to raise awareness and financial support for this work. The national office in Australia is based in Penrith, NSW.

About the Role

We are seeking a passionate and highly organised Volunteer & Parish Engagement Coordinator to deepen ACN's connection with Catholic parishes across Australia.

In this role, you will build and support a growing network of parish-based volunteers to bring ACN's mission to life in their local communities. You will equip and empower volunteers to engage their parish communities by sharing the stories of persecuted Christians, building strong relationships with parish leaders, and coordinating events that inspire prayer, solidarity, and action.

This is an exciting opportunity for someone with experience in volunteer coordination and a heart for mission, who thrives at building strong relationships — even remotely. The role is based at our national office in Penrith, with flexibility around the distribution of part-time hours (e.g. three full days or spread across five days).

Key Responsibilities

Volunteer Program Coordination:

- Lead the coordination of all aspects of ACN's Parish Volunteer Program, including volunteer recruitment, onboarding, training, engagement, and performance tracking.

Volunteer Support & Engagement:

- Coordinate and support the network of parish volunteers through regular communication, training, and pastoral support via email, phone and MS Teams.
- Create and share printed and digital resources that empower ACN volunteers to confidently promote and organise parish-based events and activities.

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Network & Relationship Building:

- Build and maintain positive relationships with parish priests, parish secretaries, ministry leaders and diocesan offices to grow ACN's parish presence.
- Identify the needs, capacities, preferences and priorities of dioceses and parishes to ensure ACN's offerings are relevant, complimentary and enriching to parish life.

Event & Campaign Support:

- Plan and support the rollout of selected ACN campaigns and events (e.g. Red November), with a focus on increasing active participation among parishes and related schools.

Safety, Compliance and Administration

- Ensure all parish volunteer program activities meet child safeguarding standards, data protection policies, and appropriate volunteer management practices.
- Maintain accurate and secure records of parish and volunteer participation, Working With Children Checks, and other required documentation. Prepare reports for internal use.

Key Requirements

- Strong understanding of parish life and the Church's mission.
- Experience in **volunteer coordination**, ministry, or community engagement – ideally within a Church or not-for-profit setting.
- Strong **interpersonal and communication skills**, with confidence to engage with parish clergy and volunteers.
- Excellent **organisational skills**, attention to detail, and ability to manage multiple tasks, timelines, and stakeholders remotely.
- Understanding of relevant child safeguarding policies and practices.
- Proficiency in Microsoft Office and basic digital tools (e.g. CRM systems).
- A genuine **heart for mission** and desire to serve the persecuted Church.

Desirable:

- Experience in designing and delivering training, event promotion or campaign coordination.

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What we Offer

- Opportunity to work for an international Catholic foundation with a unique mandate and mission.
- Option to salary package, which can increase your take-home pay.
- Onsite parking and walkable distance to trains and Westfield.
- Flexibility to balance work with personal commitments with an equivalent of a 3-day work week.
- Positive and faith-filled work environment; an onsite chapel with regular opportunities for prayer, Mass, and pastoral care.
- Professional development opportunities.

How to apply

If you believe you have what we are looking for, please apply by **Wednesday 20 August 2025**.

Your application **must include a cover letter and your resume**. The cover letter should outline why you want to be involved with the work of *Aid to the Church in Need* and how you fit the key responsibilities and requirements of the role.

Remuneration is commensurate with experience and background.

Applications should be addressed and sent to:

Peter Harrop

Executive Assistant to the National Director

peter@aidtochurch.org

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