



Position Description: Formation Animator / Evangelisation Institute Coordinator (0.6 FTE)

Archdiocese of Canberra and Goulburn

Position:	Formation Animator
Start Date:	January 2026
Award:	This position is award free, part -time
Salary:	Dependent upon qualifications and experience
Hours:	22.8 hours per week
Reporting:	Chancellor
Location:	St Christopher's Pastoral Centre, 55 Franklin St, Manuka

Overview

The Formation Animator, in close collaboration with the Archbishop, Chancellor, Evangelisation Animator and broader Synodal Evangelisation Team, will lead the establishment, development, and ongoing coordination of the Evangelisation Institute in the Archdiocese of Canberra and Goulburn.

The Animator will oversee the Institute's formation programs across multiple streams including Evangelisation, Preaching & Teaching, Liturgy, and Charisms, will drive the Evangelisation Accelerator initiative that equips parish leaders to develop contextual strategies for evangelisation and offer additional experiences (eg. gatherings, masterclasses and formation series) based upon the strategic priorities of the Archdiocese.

This role will form the bridge between parishes, schools, communities and agencies, embedding synodal evangelisation as a defining focus of renewal within the Archdiocese and beyond.

Core Responsibilities

Strategic Leadership: Establish and lead the Evangelisation Institute as a core context for formation in synodal evangelisation in the Archdiocese. Oversee the implementation of the Institute's three-year plan, ensuring its objectives, metrics, and milestones are achieved. Report regularly to the Archbishop and Episcopal Council on progress, impact, and opportunities for collaboration. Cultivate partnerships for effective delivery of offerings (eg. Catholic Education).

Program Development & Delivery: Design, implement, and evaluate programs within each of the Institute's core streams: including Evangelisation, Preaching & Teaching, Liturgy & Worship and Charism Streams. Support the development of the Evangelisation Accelerator, as intensives for parish leaders to develop synodal evangelisation strategies and plans. Manage hybrid delivery (in-person intensives, online modules, and mentoring) to maximise reach and scalability.





Formation and Mentoring: Recruit, train, and support facilitators and mentors for each program stream. Develop formation pathways for emerging leaders, deacons, educators, and parish teams.

Integration & Collaboration: Work collaboratively with the Synodal Evangelisation Team to align the Institute with diocesan priorities and synodal evangelisation processes. In addition, collaborate with Catholic Education to develop professional development opportunities for principals, RECs, and teachers. Ensure all offerings support the emergence of Parish Evangelisation Teams to support implementation of evangelisation plans and local leadership formation.

Communication & Engagement: Support the promotion of the Evangelisation Institute through digital platforms and traditional media. Build a network of alumni and partner organisations to sustain momentum. Coordinate with Catholic Voice and Archdiocesan Communications team to showcase impact stories and opportunities for engagement.

Oversight of Budget and Evaluation: Oversee Institute budgets and donor reporting in collaboration with the Archdiocesan Finance Administrator. Ensure accurate data collection on participation, leadership outcomes, and evangelisation metrics, including reporting of these to donors. Support the deliver of external evaluations at 18 and 36 months to review scalability and impact.

Key Relationships

- Archbishop and Episcopal Council
- Synodal Evangelisation Team
- Parish Priests and Parish Evangelisation Teams
- Catholic Education, Principals, and RECs
- Agency and Ministry Leaders
- Partner Organisations (e.g., Alpha, Divine Renovation, Shalom World, etc.)

Personal Attributes

- Deep personal faith and commitment to the mission of the Church.
- Strategic and entrepreneurial mindset with strong project management skills.
- Proven experience in adult formation, ministry leadership, or theological education.
- Collaborative leadership style and capacity to inspire diverse teams.
- Excellent written and verbal communication skills.

Enquiries and Application

Applications should be sent in confidence to **Dr Patrick McArdle** via email at patrick.mcardle@cq.org.au and should include a resume and cover letter. Your cover letter must address how your skills, knowledge, experience and personal attributes align with the requirements of the role.

Applications close on Thursday 11th December 2025. Interested candidates are encouraged to apply as soon as possible as applications will be considered as they are received and until the role is filled.





Applicants must have unrestricted work rights in Australia. Only candidates whose applications will be progressed will be contacted. The successful candidate must have a current Working with Vulnerable People Check, or willingness to obtain.

The Archdiocese is wholly committed to ensuring the safety, well-being and dignity of all children and adults at risk, and acknowledges its important legal, moral and spiritual responsibility to create a safe and nurturing environment for those children and adults at risk. The Archdiocese has a zero-tolerance approach to child abuse. You are encouraged to read the Archdiocese Safeguarding Policies and Commitment via the Institute for Professional Standards and Safeguarding.

