

## **DRAFT POSITION DESCRIPTION**

<b>Position</b>	<b>Spirituality Program Development &amp; Innovation Officer</b>
<b>Location</b>	Melbourne/Baulkham Hills
<b>Reports to</b>	Director of Spirituality Services
<b>Direct Reports</b>	None
<b>Employment Type/Term</b>	3 Days a Week – Part time
<b>Probation Period</b>	6 Months
<b>Date</b>	February 2025

### **Basic Role Purpose:**

The purpose is to support the Director and Assistant Director of Spirituality Services in the building and implementation of a comprehensive integrated approach to Josephite spirituality and faith formation within the purpose, vision, mission and values of the Mary MacKillop Spirituality Ministry. There is a particular emphasis on innovation and creativity in meeting the spirituality needs of Australians with reference to the research conducted by NCLS in 2025. This includes collaborating with key stakeholders to design and implement faith formation and spirituality programs, pilgrimages, retreats, and other initiatives that nurture spiritual growth within and across all aspects of the ministry. The position will research and evaluate ministry offerings against identified priorities and contemporary need and continually develop new offerings and programs in line with the strategic objectives and targets of the Ministry.

This position reports to the Director of Spirituality Services.

### **Key Role Accountabilities:**

In carrying out the role, the Spirituality and Innovation Officer is required to meet the following key accountabilities:

#### **1.0 Purpose, Mission, Vision and Values (PMVV)**

- Uphold, through word and deed, the PMVV of the Mary MacKillop Spirituality Ministry.
- Ensure work activities are in accordance with the PMVV of the Mary MacKillop Spirituality Ministry.
- Actively support the Sisters of Saint Joseph and their Mission.
- Establish and maintain harmonious working relationships within the Spirituality Ministry and those with whom we work.
- Lead and promote a climate of hospitality and welcome.

#### **2.0 Position Responsibilities**

The duties and responsibilities of the Spirituality and Innovation Officer include but are not limited to:

##### **2.1 Ministry and Strategic Development**

- Research, design and implement faith formation programs, retreats and digital initiatives to meet the needs of the contemporary Church and culture in accordance with the priorities established by the MMSM Strategic and Operational Plans and the insights of the NCLS research.
- Collaborate with internal and external stakeholders, including the MMSM Leadership Team, MMSM staff, Facilitators, Church and other organisations to contribute to a program of spirituality programs that are meeting the spirituality needs of Australians.

##### **2.2 Marketing and Communications**

- Liaise with present and future facilitators and other stakeholders to create innovative approaches to spirituality programs.

- Identify initiatives, programs and events that can be used to promote the work of the Ministry to the general public.
- Establish and maintain strong networks with religious groups (Catholic and non-Catholic), Schools and Parishes and consult with supporters, community groups, relevant authorities and the media.
- Maintain a high level of knowledge of program and service offerings to sell and upsell value adds to customers.
- Monitor advertising, brochures and the MMSM website for accuracy.

### **3.0 Professional Development**

- Evaluate personal and professional performance and seek opportunities for ongoing professional development.
- Participate in the performance planning and review process.

### **4.0 Work Health Safety (WHS)**

- Maintain duty of care of own health and safety and all others in the workplace.
- Ensure compliance with WHS policies, procedures and protocols.
- Ensure that workplace hazards and risks are reported and acted upon.
- Undertake WHS training as required.

### **5.0 Child and Vulnerable Adult Safeguarding**

- Ensure the safety of all visitors to the Centres through compliance with the Children and Vulnerable Adult Safeguarding policy and procedures.

### **6.0 Other**

- Engage in other duties commensurate with skills and experience and within the scope of this role or as directed by the CEO and/or Director of Spirituality Services.
- Follow legal requirements and comply with company policies and procedures.

### **7.0 Key Performance Indicators**

<b>Function</b>	<b>Performance Indicators</b>
1. PMVV	Evidence of active support for the Spirituality Ministry and its Purpose, Vision, Mission and values
2. Role responsibilities	<ul style="list-style-type: none"> <li>• Support of the Strategic and Operational Plan initiatives assigned to SSD.</li> <li>• Develop evidence based new Spirituality Programs for target Audiences</li> <li>• Effective communication strategies developed and implemented.</li> <li>• Resources are managed effectively and efficiently and maintained high standards of professional practice.</li> <li>• Effective networks and relationships with internal and external stakeholders established and maintained.</li> </ul>
3. Customer service and teamwork	Evidence of service delivery to agreed standards and positive feedback from stakeholders received.

4. Contribution to culture and values	Evidence of effective, collaborative and professional relationships and communication within teams, across the organisation, customers and other external stakeholders.
5. Quality administration	Evidence of timely and accurate documentation and records in accordance with the specific duties within the role.
6. Professional development	Evidence of engagement in appropriate professional development and application to role.

## 8.0 Qualifications, experience, and competencies

### Essential

- Relevant undergraduate qualification with a minimum of 5 years' experience in an educational, faith based operational, or managerial role or a combination of equivalent training and experience.
- Ability to communicate deep theological and spirituality concepts in simple to understand language.
- Proven client management experience; developing proposals.
- Demonstrated ability to motivate and develop staff.
- Well-developed skills in managing the integrity of multiple platforms such as event / accommodation booking systems, customer databases and HR systems.
- Well-developed interpersonal skills and a demonstrated ability to communicate effectively with a variety of internal and external stakeholders.
- Demonstrated ability to work both autonomously and collaboratively.
- Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgment and initiative.
- Ability to travel within Australia
- Personal Commitment to the Catholic Faith and willingness to embrace the Spirituality Ministry's Purpose, Mission, Vision and Values.

### Highly Desirable

- Experience working in a cultural institution.
- Experience in developing Spirituality and Formation programs and services.
- Qualification or working towards a qualification in theology, religious education or spirituality.
- Experience in attending spirituality programs.

Incumbents in this position are required to hold a State-based Child Compliance Check and undergo a National Criminal History Check.

**I confirm that this position description is an accurate reflection of the responsibilities of this position:**

**Director of Spirituality Services**

**Date**