
POSITION DESCRIPTION

CDPF Limited

POSITION TITLE	:	Project Officer
REMUNERATION SCALE	:	Grade 4/5
REPORTS TO	:	Manager, CDPF
FULL TIME EQUIVALENT	:	0.4 EFT
HOURS PER WEEK	:	15
LOCATION	:	Flexible
AUTHORISED BY	:	Chair, CDPF Limited
DATE	:	February 2026

Primary Objectives

The Project Officer provides administrative support to the Manager, CDPF and the Board of CDPF Limited to support the ongoing compliance of Catholic Development Funds (CDFs). The position works closely with the Manager, CDPF and the Company Secretary.

CDPF Limited acts as sponsor with the Australian Securities and Investments Commission (ASIC) of the Catholic Development Funds (CDF), which provides an opportunity for Church bodies to have their funds deposited and managed as an internal treasury arrangement. Through CDPF's sponsorship arrangement with ASIC, CDFs are exempted from requirements that would otherwise apply under the Corporations Act.

The key responsibilities of the Board of CDPF Limited are to ensure that CDFs:

- Comply with conditions for their exemptions;
- Continue to meet their obligations to clients; and
- Are governed soundly and prudently.

Major Accountabilities

Provide administrative support to the Manager, CDPF and the Board of Directors, including:

- Preparation, collation and distribution of meeting agenda papers, reports and minutes;
- Monitoring and collating of CDF certificate submission and compliance within required deadlines;

- Monitoring and collation of quarterly and annual CDF reporting within required deadlines including preparation and maintenance of a reporting dashboard;
- Arranging travel for CDPF staff and Directors;
- Facilitate communication with CDFs relating to regulatory risk and governance;
- Development and management of documentation in central repository to support CDFs;
- Collaboration with key stakeholders to deliver desired outcomes;
- Support the facilitation of working groups; and
- Management of internal SharePoint system and record keeping.

Organisational Environment

Catholic Development Funds (CDFs) enable the Catholic church to fund projects including church buildings, parish facilities, church halls and meeting places, school buildings and playgrounds, hospitals, retirement villages and nursing homes. They also generate valuable income to support the many and varied charitable activities which support people in need across the community.

CDFs are currently exempted by the Australian Prudential Regulation Authority (APRA) from compliance with the Banking Act 1959 subject to complying with conditions imposed by APRA and by the Australian Securities & Investments Commission (ASIC) from compliance with the Corporations Act subject to complying with conditions imposed by ASIC.

CDPF Limited is approved by ASIC as the sponsor of the 22 Australian CDFs.

Risk and Work Health and Safety

Observe safe work practices in accordance with training and instruction given and report any risk to your immediate supervisor. Risks arising in the workplace may be financial, site, task or person specific or related to safety.

Comply with organisational work health and safety practices.

Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate the risk recurring.

Participate in the consultative processes provided by the organisation.

Safeguarding

To the extent that it applies to this position, the Project Officer will:

Comply with best practice for safeguarding children and vulnerable people in accordance with established laws, standards and organisation procedures.

Promote and implement safeguarding training (including induction and ongoing training), safeguarding practices and record-keeping.

Key Communications

Manager, CDPF

The Directors of CDPF Limited

The Chief Operating Officer of the Australian Catholic Bishops Conference (also the Secretary of CDPF)

CDF contacts

Accountability (Independence and Influence)

The Project Officer will make all decisions that fall within established policies, delegations and procedures.

The Project Officer will consult with the Manager, CDPF before making decisions that are outside established policies, delegations and procedures.

The Project Officer will refer all decisions to the Manager, CDPF that are outside established policies, delegations and procedures and beyond the scope of the position.

Job Environment

The Project Officer is expected to apply professional standards and work in accordance with established procedures.

Reasoning

The Project Officer is required to recognise that work situations are governed by precedents, guidelines and operating processes which need to be understood in order to be able to discriminate between alternative courses of action. Guidance is available within the time constraints needed to make a decision.

Challenges

The work of the Project Officer is driven by the activities of the Manager, Company Secretary and Board of Directors of CDPF. This position will be required to manage their own work in a manner that will provide timely service to those they support.

Knowledge, Skills and Experience

Demonstrated sound experience in Microsoft Office operating environment including Microsoft 365, Word, Excel and SharePoint.

Demonstrated experience in a broad range of office duties with strong experience in working in a small team without close supervision.

Excellent electronic, oral and written communication skills.

Flexibility in working days and times to fit with team and Board.

A Diploma level qualification and/or experience in finance, banking or a relevant discipline would be desirable.

An understanding of and willingness to work within the mission and identity of the

Catholic church.

Position Impact

This position does not manage a budget and does not supervise any other positions.