

POSITION DESCRIPTION (PD) FOR School Engagement Coordinator – NSW/ACT			
<i>All employees/workers within Catholic Mission must have a position description.</i>			
Position Title (Generic):	Officer	Position Title (Specific):	School Engagement Coordinator – NSW/ACT
Reporting to:	National Schools Engagement Manager (NSEM)	Direct Reports:	n/a
Position Location:	Unit: Community Engagement Location: Diocese BROKEN BAY/PARRAMATTA/SYDNEY If Other, please identify: Click here to enter text.	Position Code:	SEC-FT
Full Time Equivalent (FTE):	Full-time=1.0FTE	Date:	16/03/2026
Financial Authority:	<input checked="" type="checkbox"/> Authority level to \$0	Rem Code:	FG
	<input checked="" type="checkbox"/> Credit card to monthly cap of \$0	Rem Steps:	From: S21 To: S28
		Award	No Award - ACBC guidelines
About Catholic Mission (CM)	Catholic Mission (CM) is the Pope’s international mission agency in Australia. We partner with communities, helping them to flourish by supporting grassroots projects, including healthcare, education, and faith formation, and being an active voice for human rights.		
Purpose of Role	<p>This position exists to support the development and implementation of CM’s School Engagement with a view to engaging schools in both the organisation’s work and the mission of the global Catholic Church.</p> <p>The primary purposes of this role are to:</p> <ul style="list-style-type: none"> • Support the growth of our Socktober fundraising program in schools. • Deliver workshops that engage and educate school communities in the mission and work of CM. • Oversee the delivery of events such as Socktober launches, as well as CM’s presence at ACYF and Ignite festivals. <p><u>About Socktober</u> Socktober for Mission Month is a national campaign run by CM during World Mission Month in October. Its primary purpose is to bring the global work of mission to students, making it real for them through the unifying ‘world game’ of soccer. By identifying the similarities, they share with children living in majority world countries, including a love of sport and games, Australian students are inspired to also identify the differences and help to bridge them by kicking goals and raising funds for projects supported by CM.</p>		
Primary Duties & Key Performance Indicators (KPIs)			
Key Responsibility Areas – Expected End Results		Key Performance Indicators (KPIs) – Measures of Success	
1. Oversee Annual Plans and School Engagement Initiatives Across Key Dioceses - Develop and implement strategies to grow CM’s presence in schools, build strong relationships with key stakeholders, and effectively communicate engagement initiatives across NSW/ACT dioceses.		<ul style="list-style-type: none"> • Implement and coordinate engagement plans to grow CM’s presence in schools for key dioceses across NSW/ACT. • In collaboration with the National Schools Engagement Manager (NSEM), ensure schools are offered appropriate resources, seamless communication, and timely follow-up via email, phone, and face-to-face, both proactively and in response to requests. • Identify schools where building a strong relationship with Catholic Mission would be beneficial, and engage with them to foster ongoing participation and collaboration. • Create opportunities to meet with relevant Catholic Schools Office(CSO)/ Catholic Education Office(CEO), diocesan administrative, and school executive 	

	<p>staff, including at representative gatherings, to promote engagement initiatives offered by CM.</p> <ul style="list-style-type: none"> • Regularly update CM staff about school engagement through internal communication forums including weekly newsletter and regular meetings. • Work with the CM Communications Team to plan and prepare traditional and social media communications outreach about schools engagement initiatives in NSW/ACT dioceses.
<p>2. Oversee Socktober Fundraising in Schools - Coordinate and support schools across key NSW/ACT dioceses to grow Socktober fundraising.</p>	<ul style="list-style-type: none"> • Coordinate and support schools to deliver Socktober fundraising activities, ensuring clear guidance, resources, and timelines are provided. • Deliver Socktober launches to engage schools across dioceses and promote participation in the campaign. • Identify and engage target schools with high potential for student participation and fundraising impact across key NSW/ACT dioceses. • Monitor and report on school registration, fundraising progress, and campaign outcomes, ensuring annual fundraising targets are achieved. • Recognise and re-engage participating schools through certificates, impact updates, and follow-up communications to foster ongoing participation.
<p>3. Grow CM Workshop Delivery – Expand reach and impact of CM workshops in schools.</p>	<ul style="list-style-type: none"> • Work with Local Diocesan Directors (DDs) to coordinate and deliver workshops across NSW/ACT. • When required, support the training of Diocesan Directors to effectively deliver workshops. • Collaborate with the Schools Engagement team to design, develop, and review yearly workshop offerings, ensuring relevance, quality, and alignment with Catholic Mission’s objectives. • Work closely with the Immersions and Formation teams to utilise returning Immersion students in a volunteer capacity to support the delivery of workshops.
<p>4. Oversee Events to Promote CM in Key Dioceses - Coordinate and manage key events to raise awareness of CM and engage a wider audience across NSW/ACT dioceses.</p>	<ul style="list-style-type: none"> • Oversee the planning and delivery of Socktober launches to promote CM’s work to schools and communities. • Coordinate Catholic Mission’s presence at major youth events such as ACYF and Ignite to further stakeholders. • Ensure events are effectively managed, with clear communication, resources, and follow-up to maximise CM’s visibility and impact. • Identify opportunities to expand engagement with schools, youth networks, and broader community audiences through these events.
<p>5. Compliance and Best Practice - Comply with all applicable policies, guidelines, and procedures, both internal and external.</p>	<ul style="list-style-type: none"> • All CM policies and code of conduct are observed and adhered to at all times. • The FIA Code Course is completed at induction, and updates are noted. • Industry best practice is observed and followed. • Breaches of policy or Code are identified and reported where appropriate, in order to eliminate or prevent the abuse of children and/or vulnerable people. • Safe work practices are observed in accordance with training and instruction given. • Risks/hazards are identified and reported where appropriate, in order to eliminate or prevent the risk recurring. • Consultative processes provided by Catholic Mission are engaged.
<p>Challenges of the Position</p>	
<ul style="list-style-type: none"> • Sydney Diocese Engagement: Maintaining high levels of school participation by regularly promoting CM’s programs and maximising attendance at launches. 2025 saw major success and 2026 aims to continue this growth, with a focus on building stronger relationships with diocesan staff to support engagement. • Canberra-Goulburn Engagement: Addressing the drop-off in support by re-engaging schools through visits, ongoing communication, and relationship-building, while strengthening ties with diocesan contacts to increase awareness and involvement. • Socktober Participation: Not all schools commit to fundraising. The focus is on converting these schools to support CM through paid workshops, while still encouraging broader engagement where possible. 	

- **Small Team Constraints:** Limited staff capacity can restrict engagement across schools and dioceses, so strategic prioritisation and planning are essential to maximise impact.

Skills & Attributes

Experience

- 2-3 years of experience in the charitable or education sectors, preferably in a role engaging staff & students.
- Proven experience in facilitating and designing engaging workshops.
- Experience presenting in public settings, e.g., events, conferences, gatherings, desirable.
- Demonstrated experience managing and growing supporter, customer, or relevant relationships.

Skills

- Outstanding written and verbal communication skills, including the ability to concisely articulate complex concepts to diverse audiences, both Catholic and secular.
- Ability to outwork a national strategy within a local context.
- Ability to influence others and sell an idea.
- Excellent project management skills across broad stakeholder groups.
- Vision for enhancing various aspects of a program to meet changing annual targets.
- A team player with highly developed collaborative skills.
- Ability to analyse and solve problems.
- Ability to work independently with sound time management and organisational skills.
- Digital skills, including in content management systems.
- Presentation, facilitation, and teaching skills. Comfortable presenting to groups of different sizes.

Knowledge

- Understanding of, and commitment to represent Catholic principles, values, and global mission.
- Familiarity with the Catholic Education Sector in Australia desirable.
- A tertiary qualification in a relevant discipline, e.g., Fundraising, Communications, Marketing, Education, Management, Theology, or International Development.
- Familiarity with online software, including Microsoft Office suite, Salesforce, Adobe Creative Cloud, Monday.com and Dropbox.
- Familiarity with online peer-to-peer fundraising platforms.
- Knowledge of fundamental principles of fundraising and communications.

Other

- All applicants must be eligible to work within Australia.
- A National Criminal History Check is required for this position.
- Ability to obtain a Working with Children Check in relevant state/territory is required for this position.
- This position requires occasional interstate travel.
- This position requires a driver's licence.
- Commitment to CM's agency requirements, including attendance at staff and management meetings; completion of all finance and operational reporting requirements as per CM's policies and/or line manager's directive, adherence to program, HR and Finance policies and procedures.
- If FTE (full-time equivalent)=1.0, you will receive a Mobile Phone Plan of \$325pa.
- Capacity to work outside standard business hours.

Key Stakeholders/Relationships

Internal	External
<ul style="list-style-type: none"> • National Schools Engagement Manager • School Coordinators • Diocesan Directors and staff • Fundraising Team • Mission Formation Team • Digital & Communications Team 	<ul style="list-style-type: none"> • Religious Education leaders and teachers • School leadership and executives • Student bodies • Catholic Education Office executives and staff • Catholic Church leaders, e.g., Bishops • Parish Priests • Parents • Supporters • Youth leaders and groups

PREPARED BY		REVIEWED BY	
Name	Angus Rowan	Name	Sharon Messina
Position Title	National Schools Engagement Manager	Position Title	HR Director
Date	16/03/2026	Date	18/03/2026
AUTHORISATION: 1 st Level			
Name	Peter Gates		
Position Title	Deputy National Director		
Date	18/03/2026		