

Position Description

POSITION TITLE:	Disability Projects Officer
REMUNERATION SCALE:	Grade 4
FULL TIME EQUIVALENT:	0.4 FTE
HOURS PER WEEK:	15
LOCATION:	Canberra, ACT
AUTHORISING OFFICER:	Executive Secretary for the Bishops Commission for Social Justice, Mission and Service
DATE:	March 2026

Primary Objective

The Disability Projects Officer undertakes projects as approved by the Bishops Commission for Social Justice, Mission and Service that promote the full participation of people with disability in the life of the Church, through collaboration with national and diocesan networks. The Office provides resources for people with disabilities to support their sacramental life, formation and education and advocates for people with disabilities within the Church.

Major Accountabilities

- Manage and deliver projects approved by the Bishops Commission for Social Justice, Mission and Service that deal with the promotion of the full participation of people with disability in the life of the Church.
- Provide advice to the Bishops Commission for Social Justice, Mission and Service, and other commissions and agencies as requested, on disability issues in the Church and society that relate to the full participation of people with disability.
- Provide a central point of contact for dioceses, parishes and other Catholic organisations to obtain resources and references to assist in the full participation of people with disability.
- Promote and administer the national network of the Office as a Catholic forum in Australia for people with disability, their families, and individuals and organisations, in raising awareness of their needs in participating in Church life.

- Promote the full participation of people with disability in the life of the Catholic Church through liaison with and advice to agencies of the Australian Catholic Bishops Conference and Holy See, as well as provincial and diocesan-based Catholic agencies and ecumenical community-based groups.

Organisational Environment

The Bishops Commission for Social Justice, Mission and Service is mandated by the Australian Catholic Bishops Conference to nationally address issues related to the participation of all the faithful, with a focus on the areas of social justice, international aid and integral ecology, health, and aged care, marginalised or disadvantaged people, social services, people with disability and specialist pastoral ministries (prisons and seafarers).

The Secretariat for Social Justice, Mission and Service is established to provide executive support to the Bishops Commission for Social Justice, Mission and Service and its advisory bodies and to liaise with those advisory bodies of other Commissions that have an advisory role.

The Disability Projects Officer has the responsibility of overseeing projects defined by the Bishops Commission for Social Justice, Mission and Service related to disability issues, particularly in the life of the Catholic Church.

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 Conference corporate work health and safety practices.

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

Participate in the consultative processes provided by the organisation.

Safeguarding

To the extent that it applies to this position:

Comply with best practice for safeguarding of 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 within the agency.

Key Communications

Executive Secretary for the Bishops Commission for Social Justice, Mission and Service to submit reports and coordinate various projects and activities of the Bishops Commission for Social Justice, Mission and Service, including the monitoring of budget expenditure.

Bishop Delegate for People with Disability: to report on a regular basis, achievements in the major accountabilities of the Office's Mandate.

Executive Officers: to obtain administrative support in the completion of the major accountabilities.

Agency Heads and Commission personnel: to liaise in the provision and procurement of information related to disability issues.

National disability network: to support the work of the Office

Job Environment

The Disability Projects Officer, in consultation with the Bishop Delegate for People with Disability, sets organisational objectives and determines policies and strategies which have a service-wide effect.

Accountability (independence and Influence)

The Disability Projects Officer will make all decisions about the day-to-day project work within established policies and procedures.

The Disability Projects Officer will consult with the Executive Secretary and the Bishop Delegate for People with Disability before making decisions about project work that are outside established policies and procedures.

The Disability Projects Officer will refer all other decisions to the Executive Secretary.

Reasoning

The Disability Projects Officer is required to make decisions that are aligned with the mandate of the Office and reflect the work of any associated advisory bodies. The Disability Projects Officer is required to present recommendations based on analysis, interpretation, and evaluation of alternative courses of action.

Challenges

To promote and assist dioceses, parishes, and Church agencies so that Catholics with disability who wish to participate in various aspects of the life of the Church can and are encouraged and supported to do so.

To assist the Church in Australia to become a role model and leader in best practice, in the promotion of the full participation of people with disability, for broader society.

Knowledge, Skills and Experience

- A strong commitment to Catholic social teaching and the ethos of the Catholic Church as it relates to the participation of people with disability
- A sound knowledge and demonstrated experience of the issues that people with disability face in participating in Church life and broader society
- A demonstrated experience in working collaboratively with organisations in promoting the full participation of people with disability.
- Sound relationship building and stakeholder engagement to build strong networks.
- Excellent electronic, oral, and written communications skills, both in general terms and specifically with people with disability
- Experience in managing and delivering projects as part of a small team without direct supervision
- Experience of policy development.
- A demonstrated background in research and report writing.
- A sound knowledge in the use of personal computers, Microsoft 365 operating systems and Microsoft Office applications and web-based and social media platforms for promotional work.
- A tertiary qualification in a disability, teaching, theological or related discipline is desirable

Employment Screening

National police check

ACT Working with Vulnerable People check (if located in ACT)

Position Impact

The Disability Projects Officer manages expenditure budgets totaling \$58,000 per annum.

The Disability Projects Officer does not supervise any members of staff.