

POSITION DESCRIPTION (PD) FOR Programs Officer			
Position Title (Generic):	Officer	Position Title (Specific):	Program Officer
Reporting to:	Programs Manager	Direct Reports:	None
Position Location:	(PR) Programs If Other, please identify: Click here to enter text.	Position Code:	PO-FT
Full Time Equivalent (FTE):	Full-time=1.0FTE	Date:	10/04/2026
Financial Authority:	<input checked="" type="checkbox"/> Authority level to \$3000	Rem Code:	FG
	<input checked="" type="checkbox"/> Credit card to monthly cap of 3000	Rem Steps:	From: S21 To: S28
		Award	No Award - ACBC guidelines
About Catholic Mission	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. For over 100 years in Australia, and 200 years as a global network, we have provided crucial funding and project support to communities most in need across Africa and the Middle East, Asia, the Pacific, and the Americas.		
Purpose of Role	<p>The Project Officer (PO) position sits within the Programs Department and reports to the Programs Manager (PM). This is a 24-month contract position, with the possibility of extension. It is a full-time role responsible for the effective coordination, management, and monitoring of international and domestic programs across Deductible Gift Recipient (DGR), non-DGR, Solidarity Fund, Melbourne Overseas Mission (MoM) Managed Fund Partner (MFP), and In Australia (IA) portfolios.</p> <p>Key responsibilities will include:</p> <ul style="list-style-type: none"> Managing and monitoring projects and partnerships across multiple countries, primarily in the Pacific region, Australia, MoM and other countries where required (50%). Managing Managed Fund Projects and In Australia Projects (30%) Supporting internal stakeholders and contributing to fundraising initiatives, including Major Gifts, Socktober, and parish engagement (20%). <p>Key priorities include:</p> <p>A) Manage and monitor programs and partnerships by:</p> <ul style="list-style-type: none"> Overseeing DGR, non-DGR, MFP, and IA projects to ensure alignment with organisational priorities, compliance requirements, and community needs. Conducting stakeholder, sectoral, and community needs analysis in consultation with the Programs Manager. Designing, implementing, and monitoring sustainable, community-based programs using participatory approaches. Managing project performance, including budgets, timelines, risks, and impact measurement. Supporting and building the capacity of partners to ensure best practice and accountability standards. Maintaining strong and collaborative relationships with program partners and stakeholders. Supporting impact investing initiatives where required. Ensuring accurate reporting, documentation, and audit readiness across all programs. <p>Manage Managed Fund and In Australia portfolios by:</p> <ul style="list-style-type: none"> Coordinating and managing Managed Fund (MF) and IA projects in line with organisational priorities and funding requirements. Building and maintaining strong relationships with MFP and IA stakeholders. 		

	<ul style="list-style-type: none"> • Reviewing and assessing funding proposals against program objectives, compliance requirements, and community needs. • Monitoring project performance, including delivery against objectives, timelines, and budgets. • Ensuring compliance with all relevant regulatory, financial, and organisational policies. • Coordinating timely fund disbursements and tracking use against approved budgets. • Providing regular updates and reports on performance, risks, and impact. • Supporting partners to meet reporting, compliance, and accountability requirements. • Maintaining accurate and up-to-date records of all MF and IA activities. <p>Support fundraising and stakeholder engagement by:</p> <ul style="list-style-type: none"> • Assisting Philanthropy Officers (PhOs) and internal stakeholders in the Major Gifts space through project information, budgets, and reporting. • Contributing to Socktober and parish engagement activities, including presentations and donor interactions. • Responding to stakeholder enquiries and communicating program impact and outcomes. • Supporting alignment between program delivery and fundraising priorities.
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Primary Duties & Key Performance Indicators (KPIs)

Key Responsibility Areas – Expected End Results	Key Performance Indicators (KPIs) – Measures of Success
1. Managing deductible Gift recipient (DGR) and non-Deductible Gift Recipient projects in 2 - 4 countries (including MoM)	<ul style="list-style-type: none"> • Managing direct and non-direct projects across the Pacific region as well as any other countries where required. • Stakeholder analysis, sectoral analysis, and country/regional need analysis is conducted in consultation with Programs Manager. • Sustainable, community need analysis is conducted in a participatory manner. • Assisting in Impact investing projects where required. • Responsible for CM’s MOM programs portfolio.
2. Managing the Managed fund Partner, In Australia.	<ul style="list-style-type: none"> • Oversee the coordination and management of the MFP and IA portfolio, ensuring alignment with organisational priorities and funding requirements. • Develop and maintain strong relationships with MFP and IA stakeholders to support effective program delivery and collaboration. • Assess and review funding proposals in line with program objectives, compliance requirements, and community needs • Monitor the performance of funded projects to ensure delivery against agreed objectives, timelines, and budgets. • Ensure all MF and IA activities comply with relevant regulatory, financial, and organisational policies. • Coordinate timely disbursement of funds and track utilisation in line with approved budgets and agreements. • Provide regular updates and reports on portfolio performance, risks, and impact to the PM and relevant stakeholders. • Identify opportunities for portfolio growth, improved impact, and enhanced partner engagement. • Support partners in meeting reporting, compliance, and accountability requirements through ongoing communication and guidance. • Maintain accurate and up-to-date records of all MF and HMF activities, agreements, and communications.
3. Managing each program accurately and effectively to maintain excellent audit rating and comply with the recognised best practice.	<ul style="list-style-type: none"> • Quarterly program, country, organisational, and MF and DGR program risk assessment are conducted in consultation with PM. • DGR and Public Benevolent Institute (PBI) programs are designed, in consultation with PM, in line with sustainable, community-based approach and country needs analysis. • Timely financial and operational reporting to partners and requisite authorisation is completed. • Accompaniment and building capacity of program partners to ensure best practice and international standards
4. Monitoring changes to project budget, schedule or activities and ensure they are recorded in a timely manner	<ul style="list-style-type: none"> • Project budget is developed by incorporating international program support and accountability and administration costs. • Funding applications and program budget are developed effectively and efficiently.

	<ul style="list-style-type: none"> Acquittal reports are monitored and managed effectively and delivered on time.
5. Monitoring the progress of the project and evaluating impacts of each project	<ul style="list-style-type: none"> Project objectives and impacts on the program partner and community beneficiaries are measured in consultation with PM in line with the sustainability and community development framework, as well as partnership and project agreements. Findings are documented in consultation with PM. High quality impact reports are developed in consultation with PM and other staff.
6. Assisting in the Major Gifts space, supporting internal stakeholders' efforts in identifying fundraising progress, project budgets and acquittals.	<ul style="list-style-type: none"> Contacting and liaising with internal stakeholders and providing information to them on project budgets and resources allocation. Assisting in the Major Gift space through face-to-face interactions with donors and responding as needed to support the PhOs. Distributing project information to CM staff members and donors as and when requested. Engaging as needed within the Socktober space. Engaging in the parish engagement space; conducting several parish appeals a year. Responding to all inquiries. Reviewing all project acquittals upon receipt from partners.
7. Managing positive relationships with internal and external stakeholders.	<ul style="list-style-type: none"> Positive relationships with the Programs Department members and other teams within CM. Positive, respectful and reciprocal relationships with program partners, which enhance two-way learning to the mutual benefit of all parties. Representing CM with potential donors and parishes.
8. Developing and maintaining up-to-date personal knowledge and expertise.	<ul style="list-style-type: none"> Keeping abreast of current quality and accountability standards in the international development or humanitarian sector. Identifying, assessing, and meeting personal learning and development needs.
9. Comply with CM's Safeguarding of Children and Vulnerable Adults policy and code of conduct.	<ul style="list-style-type: none"> Comply with best practice for safeguarding children and vulnerable people in accordance with established laws, standards and organisation policy and procedures. Breaches are identified and reported where appropriate, in order to eliminate or prevent the abuse of children and/ or vulnerable people. For those in managerial or supervisory roles: Promote and implement safeguarding training (including induction and ongoing training), safeguarding practices and record-keeping within CM.
10. Comply with CM's work, health and safety measures and standards.	<ul style="list-style-type: none"> Comply with best practice for safe work practices in accordance with established laws, standards and organisation policy and procedures. Risks/hazards are identified and reported where appropriate, in order to eliminate or prevent the risk recurring. Consultative processes provided by CM are engaged. For those in managerial or supervisory roles: Promote and implement workplace safety training (including induction and ongoing training), practices and record-keeping within CM.

Challenges of the Position

- Developing and managing new and existing projects across various countries.
- Work collaboratively as part of a small team.
- Monitoring and evaluating project performance to ensure alignment with objectives, timelines, and budget requirements.

Person Specification

Essential	Knowledge	Desirable	Knowledge
	<ul style="list-style-type: none"> Understanding and appreciation of the role of the Catholic Church in mission and poverty alleviation. An understanding of the structure of the Global Catholic Church. Solid knowledge of MS-Office programs (specifically; excel and Outlook). Tertiary qualified in international development. 		<ul style="list-style-type: none"> Knowledge of ERP systems (Unit4). Familiarity with the Australian Council for International Development (ACFID) Code of Conduct, results-based program management approaches, tools and phases of the program life cycle. Knowledge and understanding of Indigenous communities and cultures, as well as socio-cultural dynamics across the Pacific region.

Essential	Experience <ul style="list-style-type: none"> • A proven track record of forging successful partnerships with a wide range of internal and external stakeholders. • Experience in the Not-for-Profit sector (1-2 years). 	Desirable	Experience <ul style="list-style-type: none"> • Experience in accounting, audit, and program/fund management in Australia and/or developing countries. • Experience in managing international development programs. • Experience in working with various accounting software. • Demonstrated experience working with, or sound understanding of, Indigenous communities and Pacific contexts, including cultural sensitivities and community-led development approaches.
Essential	Skills <ul style="list-style-type: none"> • Fluency in spoken and written English. • Results-based project documentation skills. • Basic project finance administration skills. • Problem solving capability using the strengths-based approach. • Cross-cultural and gender sensitivity and proven ability to relate to partners with mixed levels of competency in English and cross-cultural awareness. • A team player able to collaborate with others. • Ability to work effectively under time pressure with high degree of accuracy and ability to produce quality work. 	Desirable	Skills <ul style="list-style-type: none"> • Written and spoken second language (for example, French, Italian or Spanish). • Mentoring skills: ability to share technical information with team members in a manner that inspires them to adopt and adapt learning to their work-based priorities.
Other	<input checked="" type="checkbox"/> All applicants must be eligible to work within Australia. <input checked="" type="checkbox"/> A Criminal History Check is required for this position. <input checked="" type="checkbox"/> A Working with Children Check is required for this position. <input checked="" type="checkbox"/> This position requires occasional travel both internationally and nationally. <input checked="" type="checkbox"/> 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. <input checked="" type="checkbox"/> If FTE (full-time equivalent)=1.0, you will receive a Mobile Phone Allowance of \$325.00pa. If FTE is less than 1, you receive a pro rated Mobile Phone Allowance. <input checked="" type="checkbox"/> Capacity to work outside standard business hours.		
Key Stakeholders/Relationships			
Internal	<ul style="list-style-type: none"> • Programs Department members. • Strategic Leadership Form (SLF). • Diocesan Directors. • Catholic Mission (CM) Staff 	External	<ul style="list-style-type: none"> • National Offices of donor countries. • National Offices of partner countries. • Home Mission Fund dioceses. • Catholic Agencies. • NGOs and INGOs. • Government Agencies
PREPARED BY		REVIEWED BY	
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Position Title	Programs Director	Position Title	HR Director
Date	15/04/2026	Date	15/04/2026
AUTHORISATION			
Name	Peter Gates		
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