



CATHOLIC ARCHDIOCESE
OF MELBOURNE

Position Description

Title:	Formation Specialist – Content Development & Delivery
Department:	Proclaim Office for Mission Renewal
Location:	East Melbourne
Employment Status:	Permanent, full time
Reports to:	Formation Coordinator
Number of direct reports:	nil

Position Purpose

The primary purpose of the *Formation Specialist – Content Development & Delivery* is to carry forward *The Bethany Way Foundations* of Formation document and incorporate its vision and principles into new and continuing formation initiatives within the work of *Proclaim: The Office of Mission Renewal*. This includes co-developing resources and initiatives for use by individuals, parishes and other local faith communities, being a key part of the articulation, development and delivery of a culture of formation across the Archdiocese, as well as spearheading new creative directions for The Bethany Way vision in collaboration with the Discipleship and Animation domains.

This role is also responsible for working closely with the *Formation Specialist - Sacraments & Liturgy* to collaborate and develop resources for use in faith communities.

Department Overview

Proclaim: Office for Mission Renewal was established in early 2020 to support the life of the Archdiocese of Melbourne in our aim to strive for 'the missionary option' in all we do. In responding to this call, we heed Pope Francis' words in *Evangelii Gaudium* to seek 'a missionary impulse capable of transforming everything, so that the Church's customs, ways of doing things, times and schedules, language and structures can be suitably channelled for the evangelisation of today's world'. (§27)

The Proclaim team is at the service of parish communities within the Archdiocese, offering strategies, resources and support. The team is divided into three domain areas that direct our efforts:

- Animation – focussed on parish renewal with a team of animation consultants who work directly in support of clergy and parish leadership teams. The animation team focus on growing communities of faith that are vital, vibrant and viable.

- Discipleship – support our parishes to grow a culture of discipleship of encountering Jesus Christ, engaging more deeply in a life of faith, and embarking on mission with a particular focus on youth and young adults, campus ministry and family accompaniment.
- Formation – equipping people to be formed and form others through the Bethany Way and including the development of formation resources that supports the life of our parishes.

Organisational Description

- The Archdiocese of Melbourne through its ministries and agencies is at the service of the people of God, planting the Gospel of Jesus Christ into their communities and lives daily.
- Presided over by the Archbishop of Melbourne, the Archdiocese comprises around 1.1 million Catholics, and is the largest Archdiocese in Australia with a wide variety of people, cultures and ministries, providing services and support including pastoral, educational, social welfare and administrative support.
- Under the guidance of four key priorities outlined by the Archbishop, the works and activities of the Archdiocese are oriented towards a missionary focus to address the ongoing needs of: Local Communities; Families; Youth and Young Adults; and the Poor and the Broken.
- This is achieved through a pro-active engagement in the sharing of Mission; a reaching out in Gospel boldness; operating in an agile and responsive mindset; identifying and embracing what is fruit bearing in our works; understanding the outward focus and call of being missionary disciples; and being mindful of good stewarding in terms of time, talent and gifts.

Key Accountabilities

1. Collaborate on the continued development and implementation of The Bethany Way Formation Journey including retreat delivery and curation.
2. Develop resources that empower parishes and faith communities to renew their own vision of formation, in light of the principles outlined in The Bethany Way foundational document.
3. Collaborate with the Formation Specialist – Sacraments and Liturgy to develop new resources and content for the Archdiocesan liturgical resource that adapts the principles of The Bethany Way to liturgical formation and is suited to the needs of parishes.
4. Working collaboratively with the broader Proclaim team to develop initiatives and resources to support and develop parish and community leaders in growing formation initiatives locally.
5. Identify existing resources, tools, and programs for use within parishes and communities of the Archdiocese to grow disciples.
6. Grow engagement with existing formation opportunities for parishes and local communities, including speakers, retreats, programs, in collaboration with diocesan agencies and external groups.
7. Support and assist in the implementation of the Archdiocesan vision for building a culture of formation.
8. The Archdiocese may require you to undertake other duties from time to time commensurate with your qualifications, knowledge, experience and ability.
9. Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.

Job Competencies (skills)

- National Police record check (essential)
- Working with Children Check (essential)
- Experience in developing formation content within the Catholic context

Personal Competencies (attributes)

- A strong commitment to the teachings of the Catholic Church, including a passion for formation and evangelisation.
- A desire to deepen and grow in their understanding and knowledge of their personal relationship with Jesus and their own faith formation.
- Demonstrate an interest in and ease with working collaboratively with peers and mission partners.
- Strong theological expertise to train and empower people in the formation journey.
- Confident and courageous in an environment of uncharted and pioneering initiatives.
- The capacity to deal sensitively and intelligently with difficult issues.
- Sound time-management skills and ability to prioritise.
- Excellent interpersonal, verbal and written communication skills.
- Ability to multi-task and work quickly and efficiently.
- High level of integrity, honesty and confidentiality, with an awareness and appreciation of Catholic Social Teaching.
- Ability to work collaboratively within and across departments, agencies, and ministries of the Catholic Archdiocese of Melbourne.

Key Selection Criteria

- Degree in a relevant discipline (i.e. Theology, Pastoral Care, Education) or currently undertaking

Integrity in The Service of the Church

Integrity in the Service of the Church aims to help employees reflect on and uphold Christian vision and values in all relationships and actions. The principles and standards which make up the Integrity in the Service of the Church are extensions of five basic principles for Church employees in which they:

- 1. Are committed to justice and equity**
- 2. Uphold the dignity of all people and their right to respect**
- 3. Are committed to safe and supportive relationships**
- 4. Reach out to those who are poor, alienated and marginalised**
- 5. Strive for excellence in all their work**

Service, given according to these principles, is life-enriching for both providers and recipients.

Our Reform in the Walking program identifies the following values:

- Collaborative and can build engagement around a common purpose
- Energy and Passion for Gospel Mission – be informed by the needs of the people you serve – communities, poor, young and families
- Flexible and agile in how to respond to ever-changing needs

- Accountability and delivery
- Foster solutions within the communities
- Stewardship Care

Position Description Acknowledgement

By signing my contract, I acknowledge that I have received, reviewed and fully understand the position description for Formation Specialist – Content Development & Delivery I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

Employee Signature: _____