



CATHOLIC ARCHDIOCESE OF MELBOURNE

POSITION DESCRIPTION

Position Title:	Administration Assistant
Department:	Aboriginal Catholic Ministry Victoria (ACMV)
Location:	434 St Georges Road, Thornbury (with regular travel across Melbourne required)
Employment Status:	Part-time (22.8 hours per week)
Reports to:	Coordinator-Aboriginal Catholic Ministry Victoria

POSITION PURPOSE

The Aboriginal Catholic Ministry Victoria (ACMV) is a ministry of the Archdiocese of Melbourne; that supports, forms and presents the voices of Aboriginal Catholic people of Victoria to the wider Catholic Church community. ACMV strives to be recognised for its commitment to Aboriginal and Torres Strait Islander people as having their rightful place in the Church and the wider community. Inspired by the Gospel, we are committed to the dignity of each person, to open hospitality, to truth-telling about dispossession and to be a place of connection. We work for reconciliation in partnership with those who believe that there can be an alternative.

The Administration Assistant will primarily support the day to day running of the ACMV, providing essential support to both the Coordinator and the Education Officer ensuring smooth operations and efficient work practices. The role will interact with a number of external stakeholders including teachers, parish leaders (including clergy), volunteers and ACMV partners.

The Administration Officer will assist the ACMV Coordinator in seeking to engage and connect the community of Aboriginal and Torres Strait Islander Catholics across the Archdiocese of Melbourne and wider Victoria. Providing administrative support to initiatives that will support, connect and spiritually nourish Aboriginal and Torres Strait Islander Catholics in their life of faith.

The role will assist the Coordinator with ensuring the ACMV centre to be a culturally safe and spiritual space and the staff and volunteers who work there.

The Administration Assistant is employed by the Catholic Archdiocese of Melbourne (CAM), within the *Proclaim: Office for Mission Renewal* and aligned to the values of both ACMV and the Catholic Archdiocese of Melbourne.

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.
- *Discipleship* – supporting youth and young adults, campus ministry, family accompaniment and a vocations culture.
- *Formation* – providing publications (including the To Know, Worship & Love texts) and resources for adult faith formation, liturgy, prayer and initiation.

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.

At CAM we empower our staff by offering flexible work options, and a supportive and collegiate work environment.

KEY ACCOUNTABILITIES

- Perform general administrative tasks, including managing correspondence.
- Assist in organising and coordinating meetings and events.
- Manage incoming calls and inquiries, providing accurate information and redirecting as necessary.
- Prepare internal communications, memos and reports.
- Maintain supplies inventory and place orders as needed.
- Collaborate with other team members to ensure efficient workflows and timely completion of projects.
- Uphold confidentiality and handle sensitive information appropriately.
- Prepare grant submissions as requested by the Coordinator.
- Support planning and participate in AMCV centre initiatives (Masses, prayer gatherings, workshops, or tours)
- Ensure that professional standards and safeguarding requirements are incorporated into programs and offerings to ensure the safety, protection and well-being of staff, students, and visitors to ACMV initiatives.
- Take reasonable care to protect the health and safety of self, fellow staff and others in the workplace.
- Learn and assist with the Management of the Library.

KEY SELECTION CRITERIA

- Understanding and alignment with the values and teachings of the Catholic Church.

- Proven experience as an Administration Assistant or in a similar role.
- Proficient in using office software, including MS Office 365 (Word, Excel, PowerPoint, Outlook, Teams).
- Excellent organisational and time management skills.
- Strong attention to detail and accuracy.
- Exceptional verbal and written communication skills.
- Ability to prioritise tasks and work independently.
- Professional and friendly demeanour.
- Knowledge of Aboriginal and Torres Strait Islander cultures and issues would be advantageous.

Pre-employment screening requirements

The Catholic Archdiocese of Melbourne is committed to the safety, wellbeing and dignity of all children and vulnerable adults. It is a requirement across our organisation that all clergy, employees and volunteers have the following.

- A valid National Police Records Check
- A valid Working with Children Check

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 all.

POSITION DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed and fully understand the position description for ACMV Administration Assistant. 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 _____ Date _____

Employee Signature _____