



CATHOLIC ARCHDIOCESE
OF MELBOURNE



Aboriginal Catholic Ministry for Victoria

Position Description

Title:	Engagement Officer
Department:	Mission Directorate – Aboriginal Catholic Ministry
Location:	Aboriginal Catholic Ministry Centre, 434 St Georges Road, Thornbury (with occasional travel across Melbourne required)
Employment Status:	Permanent, part-time (22.8 hours per week)
Reports to:	Coordinator, ACM
Number of direct reports:	NIL

Position Purpose

The Engagement Officer helps strengthen understanding, relationships and participation between Aboriginal Catholic Ministry Victoria, Aboriginal and Torres Strait Islander Catholics, and the wider Catholic community.

Working closely with the ACMV Coordinator, the Engagement Officer will design and deliver culturally respectful education, formation and engagement initiatives for Catholic schools, parishes and other Archdiocesan communities. These initiatives will deepen understanding of Aboriginal and Torres Strait Islander peoples, cultures, histories and spiritualities, their relationship with the Catholic faith, and the continuing work of truth-telling and reconciliation.

The role will also help ACMV connect with and accompany Aboriginal and Torres Strait Islander Catholics across Melbourne and Victoria, supporting opportunities for community, prayer, faith formation, cultural expression and participation in the life of the Church.

Through this work, the Engagement Officer will contribute to ACMV being a culturally safe, welcoming and spiritually nourishing place for community members, staff, volunteers and visitors.

Department Overview

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

Located in Thornbury, the ACMV Centre is a place of community, faith and spiritual nourishment, cultural expression, learning and welcome. ACMV also works with parishes, schools and Catholic organisations to

deepen understanding and strengthen respectful relationships with Aboriginal and Torres Strait Islander peoples.

Organisational Description

Presided over by the Archbishop of Melbourne, the Catholic Archdiocese of Melbourne (CAM) serves as the spiritual home for 1.1 million Catholics, making it the largest Archdiocese in Australia. Rooted in a rich tradition of faith, service, and community, the Archdiocese embraces a diverse and vibrant network of parishes, schools, ministries, and outreach programs, providing pastoral care, education, social welfare, and administrative support to the wider community.

Guided by the Archbishop's key priorities, the mission of the Archdiocese is to renew and strengthen parish life and faith communities, engage and inspire youth and young adults, support the formation of adults and families, and reform Church structures and operating reform. Our commitment is to foster a culture of renewal and missionary discipleship, ensuring that the Church remains a source of hope and transformation in an evolving world.

Key Accountabilities

Community engagement

- Build respectful and trusted relationships with Aboriginal and Torres Strait Islander Catholics, families and communities.
- Support initiatives that strengthen community connection, belonging, faith and participation in the life of the Church.
- Listen to community perspectives and help ensure Aboriginal and Torres Strait Islander voices inform ACMV programs and priorities.
- Assist with community communications, outreach and the development of engagement networks.

Programs and events

- Help plan and deliver Masses, prayer gatherings, workshops, school programs, tours and community events.
- Coordinate project plans, communications, resources, presenters and other practical requirements.
- Represent ACMV at relevant parish, school and Archdiocesan gatherings.
- Work collaboratively with ACMV staff, volunteers and external partners.

Cultural safety and professional practice

- Contribute actively to a culturally safe, welcoming and respectful ACMV Centre.
- Undertake consultation and seek appropriate cultural guidance when developing programs and resources.
- Incorporate safeguarding, professional standards and work health and safety requirements into all activities.
- Maintain appropriate confidentiality, records and evaluation information.

Education and formation

- Design, develop, deliver and evaluate culturally respectful education and formation programs for Catholic primary and secondary schools, parishes and Archdiocesan groups.
- Develop adaptable resources for teachers, students, clergy, parish leaders and parishioners.

- Facilitate workshops, presentations, cultural learning opportunities and visits to the ACMV Centre.
- Ensure materials are accurate, accessible, culturally appropriate and consistent with the mission of ACMV.

The Archdiocese may require you to undertake other duties from time to time commensurate with your qualifications, knowledge, experience and ability.

Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.

Key Selection Criteria

- Demonstrated understanding of Aboriginal and Torres Strait Islander cultures, histories, spiritualities and contemporary experiences, and the ability to apply this understanding respectfully in a professional or community setting.
- Demonstrated capacity to build trusted, respectful and culturally safe relationships with Aboriginal and Torres Strait Islander people and communities.
- Experience designing and delivering education, formation, community engagement or professional learning programs for varied audiences.
- Strong facilitation, presentation and written communication skills, with the ability to make complex or sensitive subject matter accessible and engaging.
- Demonstrated ability to develop culturally respectful, age-appropriate and audience-appropriate learning resources.
- Strong project coordination skills, including the ability to plan, deliver and evaluate programs and events.
- Ability to work collaboratively, receive cultural guidance and feedback, and exercise initiative when working independently.
- Understanding of and respect for the mission and teachings of the Catholic Church, together with the capacity to contribute to the particular mission of ACMV.
- Willingness and capacity to travel regularly across the Archdiocese of Melbourne and, where required, wider Victoria.

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

Position Description Acknowledgement

By signing my contract, I acknowledge that I have received, reviewed and fully understand the position description for Engagement Officer 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: _____