



POSITION DESCRIPTION

POSITION TITLE:	Assistant Director of Mission and Pastoral Life
REMUNERATION SCALE:	(CDOS Level 6)
REPORTS TO:	Director of Mission and Pastoral Life
FULL TIME EQUIVALENT:	Full-time (1 EFT)
HOURS PER WEEK	37.5
LOCATION:	Bendigo
AUTHORISED BY:	Director of Mission and Pastoral Life
DATE:	September 2024

Primary Objectives

The Assistant Director of Mission and Pastoral Life is accountable to the Director of Mission and Pastoral Life for the operational dimension of mission, communion and formation throughout the Diocese. The role requires an understanding of, and commitment to, the teachings of the Catholic Church and a commitment to the philosophy and core values of the Catholic Diocese of Sandhurst together with the ability to provide guidance, encouragement, knowledge, clarity, training, capacity building, mentoring and advice.

Major Accountabilities

1. Support the operationalisation of strategies and initiatives arising from Sandhurst Strategic Mission and Pastoral Goals.
2. Oversee and manage the daily operations of the Diocesan Mission and Pastoral Life Team.
3. Support mission, communion and formation in parishes and contribute to the development of strategies to provide this support.
4. Build effective relationships with all stakeholders working in the areas of mission and formation especially priests, parish teams, parishioners, other ministries, and agencies throughout the Diocese.

The following accountabilities may be varied from time to time according to the mission priorities of the diocese:

5. Liaise with priests, Sandhurst Mission and Pastoral Council, Sandhurst Youth Ministry Reference Group, pastoral associates, parish coordinators, and employees and volunteers in other parish-based roles in facilitating key diocesan mission imperatives.
6. Source, design, create, promote, and lead programs and resources to support life giving and empowering formation of parishioners, volunteers, parish staff and diocesan staff.
7. Support the implementation of the Parish Visitation Program.
8. Collaborate with staff in the diocese and related entities in the renewal and implementation of the "Steps in Faith" sacramental program.
9. In liaison with the Director of Clergy Life and Ministry, maintain a current list of approved ministry supervisors and spiritual directors, and coordinate support for laypeople in the Diocese accessing these services.
10. Foster working relationships with other Catholic Dioceses, agencies and services as part of growing the mission of the Catholic Church.
11. Renew, revitalise and co-ordinate the Diocesan Ministry Network(s)



12. Deputise for the Director of Mission and Pastoral Life as required.

Organisational Environment

The mission of the Diocese is to proclaim the Reign of God and continue the mission of Jesus, under the direction and inspiration of the Holy Spirit. The values of peace, forgiveness, justice, love, and healing which Christ lived and modelled in his own ministry are the same values of the Diocesan community. The Diocese contributes to the life and mission of the Catholic community in Australia.

The Diocese is a child safe and equal employment opportunity employer. It has a zero-tolerance of any abuse to children, young people and adults at risk, it encourages applications from Aboriginal and Torres Strait Islander peoples and people from culturally and/or linguistically diverse backgrounds.

The Chancery as the administrative arm of the Diocese is responsible for the support of the Bishop of Sandhurst and the missionary focus and aspiration of the Diocese including Adult Faith Formation, Youth and Communications as well as Finance, Archival, and Information Technology support services.

The Assistant Director of Mission and Pastoral Life reports directly to the Director of Mission and Pastoral Life on matters related to the implementing of mission and formation in the Diocese and other assigned duties as required.

Safety of Children, Young People, and Adults at Risk

- Ensure compliance with the Catholic Diocese of Sandhurst commitment to best practice in the care and safety of children, young people and adults at risk.
- Every person involved in the Catholic Church has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children, young people, and adults at risk is at the forefront of all they do and every decision they make.
- Understand the process for reporting allegations or concerns of possible abuse.

Risk and Occupational 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.
- Promote and implement occupational health and safety and risk mitigation processes within your workgroup.
- Comply with Diocesan occupational health and safety practices.
- Identify, report and where appropriate, action risks/hazards to eliminate or mitigate against the risk recurring.
- Participate in the consultative processes provided by the organisation.

Key Communications

- Diocesan priests
- Catholic Education Sandhurst Ltd
- Director of Clergy Life and Ministry
- Sandhurst Mission and Pastoral Council
- Sandhurst Youth Ministry Reference Group
- Sandhurst Youth Ministry Team
- Sandhurst Communications Coordinator
- Diocesan Business Manager
- Chancery Administration and Support Services
- Approved Providers of Pastoral Supervision and Spiritual Direction
- Parish Sacramental and RCIA Teams
- Sandhurst Disability Contact Coordinator



- Sandhurst Caritas/Catholic Earthcare Australia Coordinator
- Catholic Mission
- Catholic Theological College, Melbourne

Accountability (Independence and Influence)

- The Assistant Director, Mission and Pastoral Life will support the Director, Mission and Pastoral Life in the operationalisation of strategies and initiatives arising from Sandhurst Strategic Mission and Pastoral Goals.
- Under limited direction, lead the daily operations of members of the Mission and Pastoral Life Team.
- Provide appropriate resources and support for deaneries and parishes of the Diocese, particularly in adult faith-formation and education.
- Contribute to the development and co-ordination of the Parish Visitation Program.
- Collaborate closely with other diocesan ministry roles.
- Ensure reasonable care is taken to protect the health and safety of themselves, as well as fellow staff, and others in the workplace.
- Participate in annual Performance Review and Development process.
- Complete all mandatory training requirements.

Job Environment

The Assistant Director of Mission and Pastoral Life will undertake a range of functions relating to the implementation of mission and formation within the Diocese of Sandhurst as directed by the Director of Mission and Pastoral Life.

Reasoning

The Assistant Director, Mission and Pastoral Life is required to provide an adaptive, hands-on interface with clergy, parish teams, parish pastoral councils, ministry, and other groups that nurture and facilitate the missionary focus and aspirations of the Diocese through leadership, management and co-ordination of activities that realise agreed goals and objectives.

Challenges

- Effective communication of agreed goals and objectives.
- Day to day management of a multi-function team.
- Management of multiple stakeholder expectations and priorities.
- Facilitation of change.
- Effective use of available resources (people, time, finances, expertise, equipment etc.).

Knowledge, Skills, and Experience

- An understanding of, and commitment to, the teachings of the Catholic Church and a commitment to the mission and core values of the Catholic Diocese of Sandhurst.
- Demonstrated understanding of the missionary imperative of the Church and the importance of evangelisation and faith formation to this mission.
- Demonstrated involvement with the Catholic Church and proven experience in a theological or faith formation context within a Catholic environment.
- Demonstrated depth of personal faith.
- In addition to other qualifications held, preference will be given to applicants who can also demonstrate qualifications such as in theology or spiritual leadership.
- Interpersonal interaction style that instils peace, integrity, and openness to all parties, including providing a welcoming and approachable point of contact.
- Proven capability to present to, influence and negotiate with individuals, community groups and meetings.
- An ability to effectively manage a team.



Position Impact

The Assistant Director, Mission and Pastoral Life is accountable for all administrative and financial decisions related to the provision of formation for mission and adult education in accordance with the normal operations of their role within approved delegations and Diocesan policies and procedures.

Staffing

- Direct Reports – Communications Coordinator, Youth Ministry Team Leader.
- Indirect Reports – This position has no indirect reports but may be responsible for functional oversight of tasks and related personnel as required in accordance with their delegated authority.
- Consultants and Contractors – This position may be required to oversight and direct consultants or contractors as authorised by the Director, Mission and Pastoral Life or in accordance with their delegated authority.

Annual review

The position and incumbent will be subject to a formal annual performance review against key performance indicators and to establish future goals and objectives.

Criminal Screening and Working Rights

The successful candidate **MUST** provide:

1. a current **Police Record Check**, and
2. **Working with Children Check**, and
3. hold **valid Australian working rights**.

Drivers Licence

A valid Victorian driver’s licence is essential.

POSITION DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed, and fully understand the content of this position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under all conditions as described.

Name _____

Signature _____

Date ____ / ____ / ____

SELECTION CRITERIA – SEE NEXT PAGE



Selection Criteria

1. A comprehensive understanding of, and commitment to, the teachings of the Catholic Church and a commitment to the philosophy and core values of the Catholic Diocese of Sandhurst.
 2. Demonstrated depth of personal faith and proven experience in a theological or faith formation context within a Catholic environment.
 3. A demonstrated understanding of the missionary imperative of the Church and the importance of evangelisation and faith formation to this mission.
 4. In addition to other qualifications held, preference will be given to applicants who can also demonstrate qualifications such as in theology or spiritual leadership.
 5. Interpersonal interaction style that instils peace, integrity, and openness to all parties, including providing a welcoming and approachable point of contact.
 6. Proven capability to present to, influence and negotiate with individuals, community groups and meetings.
 7. Capacity to manage the day-to-day operations of a team.
 8. A demonstrated ability to undertake and achieve agreed objectives and key result expectations; and
 9. Ability and willingness to undertake the relevant employee screening processes, including the provision of a National Police Criminal History Check and Working with Children Check to the satisfaction of the Catholic Diocese of Sandhurst.
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