



THE CATHOLIC DIOCESE OF SANDHURST

Position title: Director, Mission and Pastoral Life	Location: Catholic Diocese of Sandhurst, Bendigo
Reports to: The Bishop of Sandhurst	Employment Status: Permanent full time

The Organisation

The Diocese of Sandhurst through its ministries and agencies is at the service of the people of God, proclaiming the Gospel of Jesus Christ in their communities and daily lives.

Presided over by the Bishop of Sandhurst, the Diocese comprises around 90,000 Catholics and a wide variety of people, cultures, and ministries, providing services and support to 40 parishes and 56 schools through pastoral, educational, social welfare, and administrative support.

The Role

The role of Director of Mission and Pastoral Life sets organisational objectives in consultation with the Bishop and determines policies and strategies which have a diocese-wide effect, providing support for the pastoral needs of parishes and local faith communities focusing on the proclamation of the Gospel, faith formation and Christian living delivered with missionary energy.

Reporting directly to the Bishop, some of the key responsibilities will include:

- Supervise the missionary and evangelising staff of the Diocese.
- Build and effectively lead an agile and innovative team that will facilitate the missionary orientation of Diocesan and Parish life.
- Strategically implement directions within the vision for the missionary footing for the Diocese of Sandhurst.
- Build effective relationships with all stakeholders working in the mission and formation areas throughout the Diocese.
- Identify areas of need for support for mission, evangelisation and formation in parishes and develop strategies to provide this support.
- Engage and build strong relationships with the Chancery staff, Clergy and Parishes throughout the Diocese.

Please refer to the position description for full details.

This is an excellent opportunity for a qualified individual who is motivated to work within the Church environment and has exemplary service delivery skills working with diverse and complex stakeholders.

In return for your skills and experience, this position offers an executive salary package commensurate with skills, experience, and qualifications of the successful candidate.

Applications, including a cover letter addressing the Key Selection Criteria and updated resume should be emailed to: Garry Dewhirst, Human Resources Officer hr@sandhurst.catholic.org.au by **5:00pm Friday 12 March 2021**.

For further information relating to the position description, contact Garry Dewhirst, Human Resources Officer on (03) 5445 3625 or email hr@sandhurst.catholic.org.au

The Diocese is committed to the safety, wellbeing and dignity of all children and vulnerable adults. It has a zero tolerance of any abuse to children.

Position Description and Selection Criteria



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POSITION DESCRIPTION

POSITION TITLE:	Director of Mission and Pastoral Life
REMUNERATION SCALE:	Level 6 / 7
REPORTS TO:	Bishop of Sandhurst
FULL TIME EQUIVALENT:	1.0
LOCATION:	Bendigo
AUTHORISED BY:	Bishop of Sandhurst
DATE:	February 2021

Primary Objectives

The primary objectives of the Director of Mission and Pastoral Life are to support the Bishop of Sandhurst with the missionary focus and aspirations of the diocese through co-ordination of the activities of the Sandhurst Mission and Pastoral Council, the parish visitation program, engagement with the Plenary Council and the existing roles of Adult Faith Formation, Youth and Communications. These objectives will be achieved through a process of consultation and discernment to develop and implement appropriate structures and processes that will support the missionary focus and aspirations for the Diocese.

The role requires an extensive 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 a demonstrated significant involvement with the Catholic Church and proven experience in a theological or faith formation context within a Catholic environment.

The Director of Mission and Pastoral Life is the Executive Officer of the Sandhurst Mission and Pastoral Council.

Major Accountabilities

- Supervise the missionary and evangelising staff of the Diocese.
- Build and effectively lead an agile and innovative team that will facilitate the missionary orientation of Diocesan and Parish life.
- Strategically implement directions within the vision for the missionary footing for the Diocese of Sandhurst.
- Build effective relationships with all stakeholders working in the mission and formation areas throughout the Diocese.
- Identify areas of need for support for mission, evangelisation and formation in parishes and develop strategies to provide this support.
- Engage and build strong relationships with the Chancery staff, Clergy and Parishes throughout the Diocese.

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.

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

The Director of Mission and Pastoral Life reports directly to the Bishop of Sandhurst and will be co-located with the Bishop in the Chancery Offices.

Safety of Children and Vulnerable Adults

- Ensure compliance with the Catholic Diocese of Sandhurst commitment to best practice in the care and safety of children and vulnerable adults.
- 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 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

- The Bishop
- Parishes and their Parish Pastoral Councils
- Deaneries
- Council of Priests
- College of Consultors
- Diocesan agencies
- Members of the Diocesan Curia
- Diocesan Business Manager

Accountability (Independence and Influence)

- As Executive Officer of the Sandhurst Mission and Pastoral Council (the Council) the Director of Mission and Pastoral Life is responsible for co-ordination of Council meetings and activities, the provision of advice and administrative and secretarial support.
- The Director of Mission and Pastoral Life will be a member of the Diocesan Curia.
- The Director of Mission and Pastoral Life will support the Bishop and the Council in the implementation of the strategic pastoral goals of the Council, and
- Assist deaneries and parishes of the Diocese to identify appropriate resources and support.
- Develop and co-ordinate the parish visitation program.
- supervise and facilitate collaboration between those responsible for:
 - o Adult Faith Formation.
 - o Youth Ministry.
 - o Plenary Council
 - o Communications
- The Director of Mission and Pastoral Life will take reasonable care to protect the health and safety of themselves, fellow staff, and others in the workplace.
- Ensure completion of the annual Performance Review and Development process for all direct report staff.
- Ensure completion of all mandatory training requirements for direct report staff.

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Job Environment

- The Diocese of Sandhurst through its ministries and agencies is at the service of the people of God, proclaiming the Gospel of Jesus Christ in their communities and daily lives.
- Presided over by the Bishop of Sandhurst, the Diocese comprises around 90,000 Catholics and a wide variety of people, cultures, and ministries, providing services and support to 40 parishes and 56 schools through pastoral, educational, social welfare, and administrative support.
- The role of Director of Mission and Pastoral Life sets organisational objectives in consultation with the Bishop and determines policies and strategies which have a diocese-wide effect.

Reasoning

- The Director of Mission and Pastoral Life is required to make decisions that are aligned with the Bishop and the Sandhurst Mission and Pastoral Council and reflect the work of associated advisory bodies. The Director in fulfilling the role of the Executive Officer of the Sandhurst Mission and Pastoral Council is required to present recommendations based on analysis, interpretation, and evaluation of alternative courses of action.

Challenges

- Implementing change to existing diocesan practice
- Establishing the new Sandhurst Mission and Pastoral Council
- Developing the new parish visitation program
- Managing multiple stakeholder expectations
- Optimisation of resources

Knowledge, Skills and Experience

- An extensive 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.
- Demonstrated significant involvement with the Catholic Church and proven experience in a theological or faith formation context within a Catholic environment.
- Demonstrate a depth of personal faith.
- Significant management and organisational experience to engage, inspire, co-ordinate and deliver a broad multi-functional area, including demonstrated business acumen and financial management capability.
- In addition to other qualifications held, preference will be given to applicants who can also demonstrate qualifications such as in theology or spiritual leadership.
- Exceptional interpersonal interaction style that instils peace, integrity, and openness to all parties, including providing a welcoming and approachable point of contact.
- Demonstrated understanding of the missionary imperative of the Church and the importance of evangelisation and faith formation to this mission.
- Proven capability to present to, influence and negotiate with individuals, community groups and meetings.

Competencies

- The ability to be a strong relationship builder.
- Good analytic skills and drive for real outcomes.
- Strong strategic planning capability.
- Highly developed communication and interpersonal skills.
- Proven senior leadership experience.
- Significant experience in a Church environment, Evangelisation and Faith Formation.
- Preferred Post-graduate qualifications in theology, ecclesiology, missiology, or a similar relevant discipline.

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- An active participant in a local Church community and a lifestyle compatible with the values and teachings of the Church
- IT literacy
- The role is performed autonomously with freedom in decision-making following guidelines and using material that is theologically sound and appropriate to the pastoral situation.
- Sound use of resources and time management to plan and organise work to achieve specific and set objectives in the most efficient way within agreed timelines, reporting structures and accountability frameworks.
- High level of attention to detail, quality, and accuracy
- Ability to multi-task and work quickly and efficiently.
- High level of integrity, honest and confidentiality
- Ability to work collaboratively within and across departments, agencies, ministries, and parish.
- Takes reasonable care to protect the health and safety of themselves, fellow staff, and others in the workplace.
- A valid driver's licence is essential.

Position Impact

The role responsible for managing and supervising the following resources.

- Operational Budget – Revenue \$13k and Expenditure \$485k
- Staffing – 4 employees and salary & wages costs of \$386k

Direct Reports (*direct line responsibility*)

- Adult Faith Education Coordinator
- Coordinator Youth Ministry
- Communications Officer

Indirect Reports (*oversight of function only*)

- Pastoral Associates, Pastoral Workers and Lay Chaplains.

Consultants and contractors

- Providers of Professional and Pastoral Supervision.

Annual review

The position and incumbent will 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**.

Selection Criteria



Selection Criteria

1. An extensive 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 significant involvement with the Catholic Church and proven experience in a theological or faith formation context within a Catholic environment.
 3. Demonstrate a depth of personal faith.
 4. Significant management and organisational experience to engage, inspire, co-ordinate and deliver a broad multi-functional area, including demonstrated business acumen and financial management capability.
 5. In addition to other qualifications held, preference will be given to applicants who can also demonstrate qualifications such as in theology or spiritual leadership.
 6. Exceptional interpersonal interaction style that instils peace, integrity, and openness to all parties, including providing a welcoming and approachable point of contact.
 7. Demonstrated understanding of the missionary imperative of the Church and the importance of evangelisation and faith formation to this mission.
 8. Proven capability to present to, influence and negotiate with individuals, community groups and meetings; 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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