



St. Simon's Parish

[2 Taylors Lane, Rowville VIC 3178](#)

Tue – Fri | 10am – 5pm

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POSITION DESCRIPTION

Position Title:	Parish Support Officer
Location:	Rowville - St Simon's Parish
Employment Status:	Part Time – Ongoing, 30.4 hours per week (4 Days per week), Tuesday - Friday
Reports to:	Parish Priest

POSITION PURPOSE

The primary purpose of the role of Parish Support Officer is to engage people in the life and mission of the Rowville Community

The purpose of our Parish Support Officer is to manage and coordinate volunteer opportunities and coordinates activities in specified projects or ministries within the parish to help strengthen and extend our volunteer engagement within Rowville Community. The role specifically addresses the recruitment, retention and motivation of current and future volunteers. This role Collaborates with members of our Parish Team, and other groups and individuals as needed.

The aim is to support Priest by identifying and addressing the needs to build a parish community committed to evangelisation and mission: bringing people to Christ and the Gospel to the world.

KEY ACCOUNTABILITIES

- Engage the active community, the inactive community and the unchurched in the parish region to build relationships with and invite these individuals into our community more fully and ultimately into a relationship with Jesus. (Evangelii Gaudium)
- Maintains lists of current volunteer ministers for all parish ministries and manage rostering requirements
- Informs volunteers of policies, procedures, and standards of volunteer ministry/service.
- Maintaining records for volunteers in PACEM, ensuring that all volunteers have a recent Working with Children Check, Code of Conducts and volunteer positions descriptions.
- Follow up to ensure timely communication with volunteers regarding their potential involvement in their selected ministries.
- Coordinates programs to support volunteer engagement, recognition and retention of volunteers. .
- Develops recruitment programs for parish organisations, as required including volunteer recruitment drives
- Develop and oversee volunteer committees to assist in the ongoing tasks of Volunteer Coordination including supervising volunteers when required
- Meets with selected ministries to help them understand and utilise new Technology.
- Communicates on a regular basis to all volunteer leadership, keeping them informed on upcoming events, new opportunities, changes in scheduling and provide updates on issues of common concern.
- Develops and coordinates in conjunction with the Ministry leaders a annual Ministry sign up and any associated events, such as a Ministry Month/Fair.
- Maintain Parish database and Registers (Baptism, Deaths, Weddings etc) – PACEM
- Collaborate with Parish Staff to ensure efforts align with the community goals
- Support and assist the Safeguarding Officer to maintain a safe environment
- Other duties as assigned by the Parish Priest

SKILLS FOR SUCCESS

- A missionary disciple with the resolve and confidence to develop an evangelising culture.
- An understanding of the cultural challenges impacting the faith of youth, millennials and young families, as well as knowledge or experience in ways to address these challenges.
- Understanding of Safeguarding Children and Vulnerable people in our Parishes
- Must be flexible in working days and hours; weekend work will be required as needed.
- Ability to interact well with many people.
- Assess, plan and implement programs in a timely manner.
- must be proficient in computer programs (Word, Excel, Power Point, etc.) and traditional and innovative communication technology; willing to learn new software and programs.

PERSONAL ATTRIBUTES

- Respect for the mission, identity and core values at Rowville community, hospitality and service to all who engage with the parish
- Understanding of the churches teaches and ability to incorporate in their daily activities
- A welcoming “Can do” attitude
- Professional personal delivery and appearance
- Ability to see when something needs to be done and proactively address the area of concern
- An enjoyment of continuous improvement – always looking for better ways of doing things
- A strong sense of pride around efficiency and quality (accuracy) of delivery
- The ability to build positive and collaborative relationships with other employees
- Openly seeks feedback on own performance with a willingness for personal development
- A strong focus on ensuring all employees at St Catherine of Siena Catholic Parish work in a Healthy Safe environment both physically and psychologically
- A high level of integrity, honesty and confidentiality

OTHER REQUIREMENTS

- Valid Working with Children Check
- Police Check
- Annual acknowledgement of the expectations and responsibilities outlined in the Safeguarding Children and Young People Code of Conduct.
- Successful completion of the Catholic Archdiocese of Melbourne's Safeguarding Essentials online training module annually.

INTEGRITY IN OUR COMMON MISSION

Integrity in our common mission 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 our common mission are extensions of four basic principles for Church employees in which they:

1. **A Culture of Safeguarding**
2. **Positive Relationships**
3. **Stewardship of All**
4. **Lifelong Formation**

POSITION DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed and fully understand the position description Parish Support 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 _____ Date _____

Employee Signature _____