

VACANT POSITION – VOLUNTEER ENGAGEMENT COORDINATOR
Fixed Term – 12 Month Contract

The Bayside Catholic Mission brings together the communities of Sacred Heart Sandringham, St James' Gardenvale, St Joseph's Black Rock, St Joan of Arc's Brighton, Stella Maris Beaumaris, St Mary's Hampton across the various worshipping sites

Our Mission has recently undergone a significant period of change and we are now at the beginning of our rebuilding process. Our goal is to establish a healthy sustainable Catholic Mission that continues to build on our strong relationships within the Community.

To help us start moving towards our future vision, we are seeking a Part Time (12 hours per week) Volunteer Engagement Coordinator to manage and coordinate volunteer opportunities and activities in specified projects or ministries within the parish to help strengthen and extend our volunteer engagement within The Bayside Catholic Mission

In this role, you will be responsible for key areas such as (but not limited to):

- 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)
- Develops and coordinates the annual Ministry sign up and any associated events, such as a Ministry Month/Fair.
- Maintains lists of current volunteer ministers for all parish ministries.
- Informs volunteers of policies, procedures, and standards of volunteer ministry/service.
- Ensure that all volunteers have a recent Working with Children Check.
- Follow up to ensure the volunteer is contacted regarding their potential involvement in their selected ministries.
- Develops and participates in programs of public recognition for volunteer ministers.
- Develops recruitment programs for parish organizations, as required.
- Monitors inclusion of volunteer criteria (job descriptions) for each ministry in the in the parish database, contacting ministry chair-people as needed.
- Develops volunteer committee to assist in the ongoing tasks of Volunteer Coordination.
- Meets with selected ministries to help them understand and utilise new Technology.
- Communicates on a regular basis to all volunteer leadership on issues of common concern

To be successful in this role, you will need to have:

- A missionary disciple with the resolve and confidence to develop an evangelising culture.
- Understanding of Safeguarding Children and Vulnerable people in our Parishes
- Must be flexible in working days and hours.
- Ability to interact well with many people.

As a committed member of the team you will display the following attributes:

- 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
- Familiarity with the Software package “Parish On Line”

The Parish is committed to the safety, wellbeing and dignity of all children and vulnerable adults and you will be required to undertake a Working with Children Check and a Police Check.

If you feel this is an opportunity you would like to explore, please send your application to recruitment@cam.org.au by 6th April 2021. Please submit a cover letter along with a current resume. If you would like a detailed position description contact Suzette Diaz, HR Partner on (03) 9926 5615. We look forward to hearing from you and wish you all the best.

The Archdiocese is committed to the safety, wellbeing and dignity of all children and vulnerable adults.