



THE CATHOLIC DIOCESE OF SANDHURST

Position title: Project Support Officer – Mission and Pastoral Life	Location: Catholic Diocese of Sandhurst, Bendigo
Reports to: The Director of Mission and Pastoral Life	Employment Status: Limited Term (9 Months) – Part Time (0.6)

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 Project Support Officer is to support the Mission and Pastoral Life team through the provision and delivery of projects, programs, and events that support the missionary focus and aspirations of the Youth Ministry, Adult Faith Formation, Communications, and the Parishes of the Catholic Diocese of Sandhurst.

This is a limited term, part-time position for 9 months.

Reporting directly to the Director of Mission and Pastoral Life, key responsibilities will include:

- The provision of administrative and operational support to the Director of Mission and Pastoral Life and Coordinator of Youth Ministry enabling the fulfilment of key goals and objectives including preparation and consultation meetings for the Sandhurst Mission and Pastoral Council, the 2022 Sandhurst World Youth Day, and the 2023 Sandhurst Assembly.
- Assisting with maintenance of social media, websites, and other forms of communications.

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

Applications, including a cover letter and copy of your current Resume addressing how your qualifications and skills align to the requirements of the Position Description should be forwarded to hr@sandhurst.catholic.org.au by **5:00pm Monday, 8 August 2022**.

For further information relating to the position, contact Dr Chris Cotter, Director of Mission and Pastoral Life on 0427 269 016 or email Chris.Cotter@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



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POSITION DESCRIPTION

POSITION TITLE:	Project Support Officer – Mission and Pastoral Life
REMUNERATION SCALE:	Level 2
REPORTS TO:	Director of Mission and Pastoral Life
FULL TIME EQUIVALENT:	Limited Term – Part Time (0.6)
HOURS PER WEEK:	22.5
LOCATION:	Chancery Office, Bendigo
AUTHORISED BY:	Director of Mission and Pastoral Life
DATE:	30 June 2022

Primary Objectives

The Project Support Officer will be responsible for providing a diverse range of administrative support to the Mission and Pastoral Life team to assist in delivering a range of projects, programs, and events to support the missionary focus and aspirations of the Youth Ministry, Adult Faith Formation, Communications, and the Parishes of the Catholic Diocese of Sandhurst.

Major Accountabilities

1. Promote the values, principles and ideals of Jesus Christ and the Catholic Church.
2. Provide administrative assistance to the Mission and Pastoral Life Team.
3. Assist in implementing Diocesan events, including the Preparation and Consultation Meetings for the Sandhurst Mission and Pastoral Council, the 2022 Sandhurst World Youth Day, and the 2023 Sandhurst Assembly.
4. Assist in the maintenance of social media, websites, and other forms of communications.
5. Create reports for further analysis and decision making.
6. Act as a good steward of the Diocesan resources.

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 Project Support Officer - Mission and Pastoral Life is a member of the Sandhurst Mission and Pastoral Life Team providing direct support to both the Director of Mission and Pastoral Life and the Coordinator of Youth Ministry.

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.

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 persons.
- 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 the 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 in order to eliminate or mitigate against the risk recurring.
- Participate in the consultative processes provided by the organisation.

Key Communications

Internal:

- ◆ Director of Mission and Pastoral Life
- ◆ Coordinator of Youth Ministry
- ◆ Communications Officer
- ◆ Chancery Staff

External:

- ◆ Service Suppliers
- ◆ Volunteers

Job Environment

This position involves the delivery of administrative support in accordance with the direction and guidance of the Coordinator of Youth Ministry and the Director of Mission and Pastoral Life.

Reasoning

- ◆ Ability to work within and contribute to the Mission and Values of Catholic Diocese of Sandhurst.
- ◆ Interpret data for entry into spreadsheets.
- ◆ Ability to use their initiative, demonstrate reliability and follow directions as needed.

Challenges

1. Assisting with the organising of the 2022 Sandhurst World Youth Day celebration and Sandhurst Assembly whilst adhering to deadlines and strict financial measures.
2. Providing ongoing administrative support to the Mission and Pastoral Life Team as required
3. The ability to work independently and as a team as required.

Knowledge, Skills, and Experience

- ◆ An understanding of and willingness to work within the Catholic ethos.

- ◆ Ability to efficiently organise and manage own workload.
- ◆ Sound communication skills and the ability to communicate effectively with people in a wide range of positions of responsibility.
- ◆ Well-developed written and oral skills.
- ◆ Demonstrated experience in providing a range of administrative services
- ◆ Attention to detail.
- ◆ Read, interpret, categorise, and enter data, create spreadsheets and reports.
- ◆ Competent with most forms of information technology (including social media and Microsoft Office).
- ◆ Ability to assist in the organisation of significant events.

Decision Making

The Project Support Officer- Mission and Pastoral Life will refer all decisions that are outside established policies and procedures and beyond the scope of the position to the Coordinator of Youth Ministry or to the Director of Mission and Pastoral Life as appropriate.

Position Impact

The Project Support Officer- Mission and Pastoral Life does not have responsibility for other employees or any budget allocation.

Criminal Screening and Working Rights

The successful candidate **MUST** provide:

1. A current **Police Record Check** and,
2. **Evidence of their Right to Work** in this location.
3. A current **Working with Children Check** is required for this role as it does involve child related work.

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 _____/_____/_____