

Diocesan Director | Full-time | Dioceses of Sydney - Broken Bay - Parramatta

- Full-time position (37.5hpw) based in North Sydney.
- Make a significant impact by inspiring donors to support those in need.
- Become a part of one of the world's largest international development networks.

ABOUT THE ROLE

Catholic Mission (CM) is looking for a Diocesan Director (DD) for the Dioceses of Sydney, Broken Bay and Parramatta. In this role, you will be working in conjunction with the Archbishop/Bishops of the three Dioceses to implement the national program for Catholic Mission (CM) and the broader Pontifical Mission Societies (PMS).

The objectives of this role include:

1. Working in conjunction with the Bishops/Archbishops of the Dioceses, to implement the national program approved by the National Council for CM's Australian work to support the activities of CM and the broader Pontifical Mission Societies (PMS) throughout the world.
2. Continuing to grow the success and presence of CM within the (arch)dioceses and dioceses, including generating both increasing pastoral and financial support for the projects of CM.
3. Maintaining and nurturing relationships with stakeholders, supporters and donors of CM, to ensure the effective delivery of our fundraising and formation programs, including the growth of our donor/supporter base.
4. Manage and coordinate the CM services within the three dioceses.

The position plays a pivotal role in helping raise awareness, within the broader Australian society, of the reality that most human beings struggle daily to survive and that faith in action can bring about effective hope-filled change to people who are suffering.

ABOUT THE ORGANISATION

Catholic Mission (CM) is the Pope's international mission agency in Australia. We partner with communities, helping them to flourish by supporting grassroots projects, including healthcare, education, and faith formation, and being an active voice for human rights.

ABOUT YOU

Essential Knowledge

- Due to the essential breadth of involvement with parishes, clergy and the Catholic Church's evangelisation activities, this position is identified as requiring a practising Catholic who will have an understanding of, appreciation for and commitment to promote Catholic principles, values and global mission.
- Hold an affinity for Catholic values and beliefs, principles of justice, human rights and Catholic Social Teaching, and for CM's stated aims (www.catholicmission.org.au)
- Have a solid understanding of the structure of the Catholic Church.
- Tertiary qualifications at degree level in a relevant discipline in any of the following: Theology, Education, Fundraising, Management, or Sales and Marketing.
- Knowledge of fundamental principles of fundraising as demonstrated in previous roles.

Essential Experience

- Demonstrated involvement in the Catholic Church in your parish.
- Experience engaging with churches, schools, education, youth, or community sectors.
- Experience facilitating faith-based formation and/or education in a faith-based setting desirable.
- Proven professional experience of at least three (3) years ideally within a Catholic Church position, and/or equivalent professional roles within the sectors of education, marketing, fundraising, or event management.
- Experience presenting in public settings, e.g., events, conferences, gatherings.
- Experience in stakeholder management.
- Experience leading and/or influencing geographically dispersed teams.
- Experience in staff supervision and mentoring.

Essential Skills

- Strong influencing, relationship building, and stakeholder engagement capability.
- Relationship management within a fundraising context.
- Ability to balance strategic leadership with operational delivery.
- Presentation, facilitation, writing and teaching skills. Comfortable presenting to groups of different sizes and different cultural backgrounds. Ease with leading pastoral and prayer group activities.
- Proven significant capability to organise tasks, achieve targets and manage competing priorities in a professional and proactive manner.
- Sound computer skills to prepare documents, presentations and spreadsheets. Ideally experienced with professional use of social media.
- Ability to analyse and solve problems.
- Ability to work independently with sound time management and organisational skills.
- Digital skills, including in content management systems.
- Current car driver's licence and willingness to travel throughout the dioceses, including evening and weekend work.

Characteristics

- Enthusiastic, resilient, adaptable, patient, tenacious, energetic, resourceful, pragmatic and pastoral.
- Team player with the ability to collaborate with (and lead collaboration of) others.
- Learning mindset with commitment to bringing best practice in management and relational fundraising to CM.
- Self-motivated and works autonomously, using initiative when required, with a disciplined and determined approach.

Australian Work Eligibility

- Eligible to work in Australia.

AS A PART OF THE TEAM...

- You will have the opportunity to be mentored by and work collaboratively with experienced managers.
- You will have manager support with 1:1 meetings and team meetings.
- You will get to participate in professional development and networking opportunities.
- You will have access to flexible working arrangements with hybrid office/WFH options.
- You will enjoy a caring and supportive environment.
- You will be gifted leave (over Christmas and New Year).
- You will have access to the Employee Assistance Program (EAP).

NEXT STEPS

For a position description, please refer to: <http://www.catholicmission.org.au/about-us/work-with-us>.

For a peek into Catholic Mission and its work, please refer to: <https://youtu.be/gOK5JiZaeN0>

To apply, please submit your resume and cover letter to employment@catholicmission.org.au as soon as you can as CM will be reviewing and assessing applications as they are submitted.

Please note:

- *Applicants must have the right to work in Australia.*
- *Employment is subject to a National Criminal History Check and a Working with Children Check.*
- *Only shortlisted applicants will be contacted.*