

POSITION DESCRIPTION (PD) FOR DIOCESAN ADMINISTRATIVE ASSISTANT			
Position Title (Generic):	Assistant	Position Title (Specific):	Diocesan Administrative Assistant
Reporting to:	Province Director WA	Direct Reports:	None
Position Location:	Diocese BUNBURY If Other, please identify: Click here to enter text.	Position Code:	DAA-PT
Full Time Equivalent (FTE):	7.5hpw=0.2FTE	Date:	20/08/2026
Financial Authority:	- Authority level to \$0.00 - Credit card to monthly cap of \$0.00	Rem Code:	BC
		Rem Steps:	From: S05 To: S12
		Award	No Award - ACBC guidelines
About Catholic Mission	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. For over 100 years in Australia, and for more than 200 years as a global network, we have provided crucial funding and project support to communities most in need across Africa and the Middle East, Asia, the Pacific, and the Americas.		
Purpose of Role	Reporting to the Province Director Western Australia (PD-WA), this position focuses on providing administrative support to the PD-WA and the WA team of 5 spread throughout WA. The primary focus of this job is to: Provide administrative support to the Province Director to ensure efficient delivery of CM programs across WA, including parish appeals, school engagement activities, and donor relations.		
Primary Duties & Key Performance Indicators (KPIs)			
Key Responsibility Areas – Expected End Results		Key Performance Indicators (KPIs) – Measures of Success	
1. Monitor and process the day-to-day administrative tasks of the CM office in Bunbury.		- Office administrative tasks up-to-date and completed in time. - The safe and efficient banking of CM cash and cheque donations. - All office expenses are paid and accounted for and compliant with national office procedures. - Compliance of parishes with the proper and efficient processing of parish appeal donations; including training of parish personnel if required. - Maintain school and parish records. - Mail and deliveries – posting and collecting mail from Bunbury PO Box, arranging courier deliveries. - Ordering of resources from National Office or other suppliers, including CM publications and merchandise. - Collate information packs/folders for various audiences. - Photocopy letters, handouts etc for info packs and formation workshops. - Purchase stationery, supplies etc from Officeworks and other suppliers as required. - Use of social media to promote diocesan and province activities.	

2. Support an effective Parish Appeals Program for the CM for the Diocese of Bunbury and the Dioceses within WA.	• Establish positive relationships with parish secretaries and parish priests. • Follow up DD emails/letters regarding a weekend date for CM Appeal. • Liaise and confirm with the DD availability of Parish Appeal speakers other than DD and assign accordingly. • Ensure parishes CM appeal speakers receive materials and resources prior to the date at which they are scheduled to make an appeal. • Seek feedback from the parishes regarding the presentations made by our appeal speakers. • Parish bulletins are emailed to parishes two weeks prior to their weekend appeal, reconfirming appeal date and speaker at the same time. • Parish Appeal packs are distributed at the annual priests' conference held each July/August or posted to parishes if the priest is not present. • Thank you certificates emailed to each parish within two weeks post appeal.
3. Support an effective Socktober/Schools Engagement Program for CM for the Diocese of Bunbury, and the broader WA Province.	• Establish positive relationships with school principals, leadership teams and staff. • Follow up DD emails/letters regarding Socktober school visits. • Liaise and confirm with the DD availability for school visits. • Ensure schools receive materials and resources prior to Socktober – usually late July/early August. • Prepare Socktober packs for distribution at CEWA Network meetings held twice a year, or posted to schools if not present. • Thank you certificates emailed to each school within two weeks after receiving a school's donation.
4. Assist the PD-WA in the pastoral care of CM donors.	• Establish positive relationships with donors across the diocese. • Send birthday and Christmas cards to donors identified by National Office. • Pastoral follow up DD contact with donors via email or phone calls
5. Provide administrative support for CM events as and when required.	• Efficient processing of event proceeds and data for event evaluations, using trybooking.com and other websites. • Set up venues for CM events, like the Kirup Camino, including tea and coffee facilities, seating and displays. • Order stationery and other supplies for the Kirup Camino, photocopy Mass booklets etc. • Arrange transport/shuttle bus, including sponsorship by CDF, for the Kirup Camino. • Order merchandise through Comms and external suppliers for events. • Assist with local government event applications, risk management and promotion of events, including the Kirup Camino.
6. Comply with CM's Safeguarding of Children and Vulnerable Adults policy and code of conduct.	• Comply with best practice for safeguarding children and vulnerable people in accordance with established laws, standards and organisation policy and procedures. • Breaches are identified and reported where appropriate, in order to eliminate or prevent the abuse of children and/ or vulnerable people.
7. Comply with CM work, health and safety (WHS) measures and standards.	• Comply with best practice for safe work practices in accordance with established laws, standards and organisation policy and procedures. • Risks/hazards are identified and reported where appropriate, in order to eliminate or prevent the risk recurring.

Challenges of the Position			
• Time management – juggling multiple tasks and prioritising those tasks within a limited number of hours each week. • Interpersonal relationships - working with volunteers, along with parish priests, who may have different culture backgrounds, abilities and interests to partner with CM. • Being based in a Diocesan office with a range of different agencies and roles present, and being part of other activities happening in the Bunbury Cathedral Parish and Bunbury Diocese which may not relate directly to your CM role.			
Person Specification			
Essential	Knowledge • Demonstrated understanding of, and commitment to, Catholic principles, values and global mission. • Knowledge of online technologies and applications eg: email, social media, Microsoft products including Teams.	Desirable	Knowledge • Knowledge and understanding of relational fundraising. • Knowledge of diocesan and parish environments, including reporting structures and organisational practices.
Essential	Experience • 1-2 years experience in an office administration role. • Experience in organisational banking, mail and purchasing processes.	Desirable	Experience • Experience in working in a not for profit (NFP) environment. • Experience in communicating with a wide range of people.
Essential	Skills • Excellent communication skills in English: written, verbal and active listening. • Ability to work calmly under pressure. • Excellent organisational and time-management skills. • High level of competency using computer applications, such as MS-suite of products (Word, Excel, Powerpoint, Teams) and email.	Characteristics	• Enthusiastic, resilient, adaptable, patient, tenacious, energetic, resourceful, pragmatic and pastoral. • Team player with the ability to collaborate with others. • ‘Can do’ mindset, a willingness to learn and to problem-solve. • Self-motivated and works autonomously, using initiative when required, with a disciplined and determined approach.
Other	✓ All applicants must be eligible to work within Australia. ✓ A Criminal History Check is required for this position. ✓ A Working with Children Check is required for this position. ✓ Commitment to CM’s agency requirements, including attendance at staff and management meetings; completion of all finance and operational reporting requirements as per CM’s policies and/or line manager’s directive, adherence to program, HR and Finance policies and procedures. ✓ You will receive a Mobile Phone Allowance of \$65.00pa.		
Key Stakeholders/Relationships			
Internal	• Province Director WA • Diocesan Director Perth • Diocesan Support Administrator Geraldton • Diocesan Director Broome • Finance Team • HR Team • Communications & Digital Team • Community Engagement Team • Programs Team • Mission Formation Team • Other CM staff	External	• Parish Priests • Diocesan staff • CEWA staff • Donors and Supporters • Parishioners

PREPARED BY		REVIEWED BY	
Name	Sharon Messina	Name	Shendelle Mullane
Position Title	HR Director	Position Title	Province Director WA
Date	20/08/2026	Date	20/08/2026
AUTHORISATION: 1 st Level		AUTHORISATION: 2 nd Level	
Name	Sharon Messina	Name	Peter Gates
Position Title	HR Director	Position Title	National Director
Date	24/08/2026	Date	24/08/2026