Diocesan Director | Full-time | Archdiocese of Perth

- Full-time position based in the Archdiocese of Perth
- Make a significant impact by inspiring parishes, schools and 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 Archdiocese of Perth.

The objectives of this role include:

1. Working in conjunction with the Archbishop of the Perth Archdiocese, 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 Archdiocese, 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 Archdiocese.

The position plays a pivotal role in engaging Australians with the realities of poverty, injustice and disadvantage around the world, and inspiring a response grounded in faith, solidarity and action that brings hope and creates meaningful change.

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 has an understanding of, appreciation for and commitment to promote Catholic principles, values and global mission.
- Hold an affinity for Catholic values and beliefs, principals 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 building excellent rapport with individuals and groups, and networking ability within the Archdiocese including regional areas.
- 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.
- Exposure to the 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 data 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.*