POSITION DESCRIPTION (PD) FOR Diocesan Director (DD) – Archdiocese of Perth			
All employees/workers within Catholic Mission must have a position description.			
Position Title (Generic):	Diocesan Director	**Position Title (Specific):**	Diocesan Director – Perth
Reporting to:	Province Director WA	**Direct Reports:**	Administrative Assistant (DAA-PT)
Position Location:	Diocese PERTH	**Position Code:**	DD-FT
Full Time Equivalent (FTE):	Full-time=1.0FTE	**Date:**	11/11/2026
Financial Authority:	✓ Authority level to 3,000.00 ✓ Credit card to monthly cap of $3000.00pm	**Rem Code:**	GH
		Rem Steps:	From: S25 To: S32
		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	The Diocesan Director (DD) of the Archdiocese of Perth works within the WA Province. The objectives of this role include: 1. Working in conjunction with the Archbishop of the Diocese, 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 of Perth. The position plays a pivotal role in helping raise awareness, within the broader Australian society, of the reality that most human being struggle daily to survive and that faith in action can bring about effective hope-filled change to people who are suffering.		

Primary Duties & Key Performance Indicators (KPIs)	
Key Responsibility Areas – Expected End Results	**Key Performance Indicators (KPIs) – Measures of Success**
Mission Inspired Identity	
1) Promoting and creating strong awareness of CM's mission by ensuring the distribution and promotion of CM publications and materials developed for targeted audiences throughout the Archdiocese of Perth. Significantly impacting the contemporary practice of mission lived and proclaimed within the Archdiocese of Perth by role modelling and close liaison with the Archbishop, Diocesan team and Diocesan communities.	• Meet or exceed the fundraising targets established for the annual parish appeals in the Perth Archdiocese. • Increase in the number of people (students and adults) involved as Mission Ambassadors attributed to the activities of the DD. • Attendance at one clergy meeting per annum to talk about CM projects and the Mission Ambassador program. • Training of Mission Ambassadors in lead up to World Mission Month (WMM).
2) Accountability for the practical conducting and co-ordinating of parish led and ad hoc appeals (both written	

and in person), including recruiting and training speakers and volunteers to provide personal stories and passionate understanding of the missionary work within parish communities.	• A minimum of one meeting per annum with the Archbishop of the Diocese. • Attendance at a minimum of three education events in the Archdiocese per annum.
3) Liaising with the *Mission Formation Team* and the *National Schools Fundraising and Engagement Manager (NSFEM)* with respect to formation activities within the Archdiocese of Perth.	
4) As agreed within the annual operational plans, provision of opportunities for individual growth and development, both in formation and in professional competencies, for self and any local staff.	
Organisation Future Proofing and Projects that Transform	
5) Maintaining a keen focus and unflagging resolve to develop increased funding for the work of CM to support the work of the Catholic Church overseas, and within remote or vulnerable communities within Australia: • Constantly developing, maximising and supporting a national database of contributors and supporters to ensure that CM can maintain contact with contributors and supporters. • In partnership with the *Philanthropy Manager (PhM)*, establishing and maintaining relationships with significant donors and conducting major gift campaigns to make significant differences to the lives of both the donors and those supported by the projects. • Connecting with the life of the Archdiocese of Perth and particular initiatives of CM by organising events to develop relationships with donors for mission formation and fundraising.	• Every parish within the Archdiocese receives the annual CM Church Appeal pack and is equipped to utilise the resources in the parish to engage parishioners. • Increase in the number of donors, gifts and bequestors attributed to the activities of the DD. • Increase in fundraising attributed to the activities of the DD in parishes, schools, workplace giving, major gifts and events. • Donor and supporter events (particularly major gifts and bequests) are run on time, within budget and achieve the outcomes, including financial, that are established for each event.
6) Providing a contact point and maintaining strong relationships and networks to ensure the retention of existing donors, particularly regular donors and bequestors: • Working with the *PhM* to assist in supporting bequest campaigns with appropriate donors. • Working with the *PhM* to assist in supporting major gifts acquisition, events, and stewardship for the purposes of increasing this revenue stream.	
7) Working with the *Individual Giving Manager (IGM)* to increase the number of regular donors through parish appeals and other forms of engagement based on the national strategy, including Workplace Giving.	
8) Coordinating with the *NSFEM* to increase the engagement in and fundraising of schools within the diocese.	
9) Seeking opportunities by linking to other interested parties and individuals to arrange presentations and co-ordination of presentations by others in parishes, schools, diocesan groups and organisations about the Church's mission and CM.	
10) Liaising closely with the Province Director and the national team to recommend ideas and options to promote missionary formation within the Archdiocese of Perth.	
11) Working with the *Supporter Engagement and Retention Manager (SERM)* to improve donor and supporter journeys and communication across all touchpoints, streamlining backend processes to ensure an integrated approach to donor care.	• Ensure application of best practice is adopted for donors and supporters.

Person Centred Engagement	
12) As agreed within the annual operational plans, provision of opportunities for individual growth and development, both in formation and in professional competencies, for self and any diocesan employees.	• Taking advantage of learning opportunities indicated within the individual Performance Development and Review (PDR) plan for you and individuals that you are supervising. • These need to be in accordance with CM's Continuing Professional Development (CPD) policy/procedure.
13) Being open and transparent in keeping records and reporting on diocesan activities and results as required by CM's reporting standards. • Ensuring the careful and fully reconciled transfer of any funds received to the appropriate CM account. • Establishing, monitoring and delivering of targets and financial arrangements as agreed each financial year.	• The annual operational plan is implemented each financial year in a timely manner. • Diocesan financial budget and transparency management via: o Provision of recommendations to the budget for the year in keeping with the national program and operational plan. o Ensuring that the activities, initiatives and resources required fall with the approved budget, once approved. o Ensuring that any decisions that fall outside the operational plan and national program must take place in consultation with the Province Director and with the approval of the National Director. • Positive representation of CM and achievement of the annual plans of CM.
Team Leadership	
14) Team Leadership and Support.	• Build a cohesive, collaborative and professional diocesan team (which may consist of direct reports and National Office members) that work well together and across CM to achieve organisational and program objectives and targets for the diocese. • Monitor direct reports' practices to ensure best practice performance and accountability. • Lead and support the Team in setting, managing and achieving objectives and targets. Mentor Team on good stakeholder engagement and communication practices. • Ensure clarity, accuracy and relevance of direct reports' position descriptions (PDs) and their understanding of performance expectations, guiding each in the fulfillment of their roles. • Guide and support the Team in setting performance management (PDR) objectives each financial year in line with organisational and program objectives, and the budget, by 30 April annually. • Conduct regular performance discussions with direct reports in a professional, supportive and constructive manner, supporting learning and development plans to increase individual and organisational competency. Formal PDR feedback (reviews) due by 30 April annually. • Cultivate environment for continuous improvement individually and within the Perth Archdiocese. • Address human resources (HR) and other matters relating to direct reports.
15) Leading the recruitment and selection process for staff with direct reporting lines within the Archdiocese of Perth. Participating in the recruitment, selection and induction of staff within the WA Province that may not have direct reporting lines to the DD-Perth.	• Staff who fully understand their role within CM within the first three weeks from their commencement date with CM. • Direct reports who have a PDR objective form completed within the first three weeks of commencing within CM. • Assessing direct reports at three months and six months' probation with an PDR Review report submitted to HR at six months.
16) 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. • Promote and implement safeguarding training (including induction and ongoing training), safeguarding practices and record-keeping within CM.
17) Comply with CM work, health and safety 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.

	• Promote and implement workplace safety training (including induction and ongoing training), practices and record-keeping within CM.

Challenges of the Position
1) Developing relationships with key Catholic stakeholders throughout the Archdiocese of Perth.
2) Developing a pool of parish appeal speakers (Mission Ambassadors both adults and students) in the parishes throughout the Archdiocese of Perth.
3) Focus on fundraising targets and outworking best practice within the local context, supporting the national strategy.

Person Specification	
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 Archdiocese, including evening and weekend work.
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. • The PMS are established under the authority of the Pope. As such, appointments within a particular diocese are in conjunction with the local archbishop or bishop. Following formal interviews, the CM national director nominates the preferred candidate to the bishop for consideration, confirms approval from the bishop and arranges the formal appointment. • Appointment to this position is subject to successful completion of a probationary period of six (6) months and, in accordance with CM Statutes, if the probation is successfully completed will become a permanent role. • Three referees are required, of whom one should be the applicant's parish priest. • Evening and weekend work is required. Compensation for this includes time-in-lieu as mutually agreed with CM. Work hours can be flexibly arranged during the year to address fluctuating workloads by agreement with the National Director. • 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 $325.00pa.

Key Stakeholders/Relationships			
Internal	• National Director • Province Director & WA team • Mission Formation Director & Team • Community Engagement Director • Supporter Engagement & Retention Manager (SERM) & Team • National Schools Fundraising and Engagement Manager (NSFEM) & Team • Individual Giving Manager (IGM) & Team • Philanthropy Manager (PhM) & Team • Human Resources Director & Team • Programs Director, Manager & Team • Finance Director & Team • CM Diocesan Directors throughout Australia	**External**	• Archbishop • Diocesan clergy, priests and religious brothers, religious sisters, lay leaders in diocesan and parish roles • Supporters and donors of CM • Volunteers for CM • Parish Community Teams: pastoral associates, parish priests, secretaries, committees and groups • School Community Teams – administrators, Religious Education Coordinators, teachers and senior school leadership • Other Catholic and non-Catholic organisations that collaborate with CM

PREPARED BY		**REVIEWED BY**	
Name	Sharon Messina	**Name**	Shendelle Mullane
Position Title	HR Director	**Position Title**	Province Director WA
Date	28/10/2026	**Date**	11/11/2026

AUTHORISATION:	
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Date	12/11/2026