

POSITION DESCRIPTION

SECRETARIAT FOR EVANGELISATION, LAITY AND MINISTRY

POSITION TITLE	: Coordinator, National Centre for Evangelisation (Formation, Youth & Lay Participation).
REMUNERATION SCALE	: Grade 5
REPORTS TO	: Director, National Centre for Evangelisation (Formation, Youth & Lay Participation).
FULL TIME EQUIVALENT	: 1.00 FTE Ongoing
HOURS PER WEEK	: Thirty-seven and one half (37.5)
LOCATION	: Canberra
AUTHORISED BY	: Chairman; Bishops Commission for Evangelisation, Laity & Ministry
DATE	: 10 February 2020

Primary Objectives

The Coordinator's primary objective is, as a member of the National Centre for Evangelisation (Formation, Youth & Lay Participation), to maximise the national evangelisation outreach through development and implementation of initiatives, projects and activities approved by the Bishops Commission for Evangelisation, Laity & Ministry in order to serve and successfully meet the mandate of the Commission.

Major Accountabilities

Assist the Director to meet the Commission's mandate of promoting and developing works of evangelisation, formation, youth and lay participation.

Assist the Director in developing a strategic plan for the National Centre for Evangelisation (Formation, Youth & Lay Participation), which will enable it to meet its mandate to promote the Catholic faith in Australian society.

Assume responsibility for all initiatives, projects and activities of the nominated portfolio (either formation, youth or lay participation).

Contribute to a collaborative effort in undertaking projects and initiatives of the Centre noting that each respective portfolio has different levels of intensity with initiatives and projects throughout both a single year and a multi-year cycle.

Ensure that, as much as possible, that initiatives and projects of the National Centre for Evangelisation (Formation, Youth & Lay Participation) are partially or fully self-funded through various means, including but not limited to, charging a fee-for-service.

In collaboration with the Director and colleagues, further the work of the National Centre for Evangelisation (Formation, Youth & Lay Participation) through developing relationships with external bodies and movements, particularly those groups and organisations in formal relationship with the Commission, with a view to greater collaboration.

In conjunction with the Centre's strategic plan, and under the supervision of the director, develop and maintain a high profile for the National Centre for Evangelisation (Formation, Youth & Lay Participation) using contemporary technology including the

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Internet and social media.

Assist collaboratively in those projects as directed by the director which are not necessarily a part of the negotiated portfolio.

Organisational Environment

The Australian Catholic Bishops Conference has mandated the Bishops Commission for Evangelisation, Laity and Ministry to promote and coordinate activities on a national level that promote the mission of evangelisation to non-Catholics and the formation and participation of the lay faithful as well as the formation and issues linked to the ordained ministry of the Church. The National Centre for Evangelisation (Formation, Youth & Lay Participation) incorporates the Catholic Enquiry Centre.

The National Centre for Evangelisation's mandate is to assist and support the Bishops in their work of promoting and developing works of evangelisation, taking into account the needs of the great diversity of cultures and environments across Australia, with special attention given to Catholics who are not connected with the life of the Church; and to provide and promote resources that attract and evangelise enquirers of the Catholic faith. The mandate also promotes the active participation of youth, and the laity within the life of the Church, in recognition of their full baptismal dignity.

The Catholic Enquiry Centre is an agency of the Australia Catholic Bishops Conference in its own right with a distinct identity within the National Centre for Evangelisation. The primary task of the Catholic Enquiry Centre is outreach to those enquiring about the Catholic faith, with a particular mission to those who have never been Catholic or have fallen away from the Catholic faith. The Catholic Enquiry Centre is mandated to provide and promote resources that attract and evangelise enquirers of the Catholic faith.

The Director, as agency head, has the responsibility for ensuring the National Centre for Evangelisation (Formation, Youth & Lay Participation) and the Catholic Enquiry Centre realises its mandate as a national agency.

This is one of two Coordinator positions. Each position will be responsible for their nominated portfolio (either formation, youth or lay participation). The Coordinator is accountable to the Director in achieving the aims of the National Centre for Evangelisation (Formation, Youth & Lay Participation) and the Catholic Enquiry Centre.

Risk and Work Health and Safety

Observe safe work practices in accordance with training and instruction given and report any risk to your immediate supervisor. Risks arising in the workplace may be financial, site, task or person specific or related to safety.

Comply with ACBC corporate work 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

The Director: to ensure the operations of the National Centre for Evangelisation remains aligned with the mandate and activities of the Bishops Commission for Evangelisation, Laity and Ministry.

Staff of the General Secretariat and of the National Centre for Evangelisation: to ensure effective working relationships with other Australian Catholic Bishops Conference agencies.

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Organisations at a local, national and international level: to network methodologies and achieve best practice.

Accountability (Independence and Influence)

The Coordinator will assist with the day-to-day operations of the National Centre for Evangelisation (Formation, Youth & Lay Participation) within established policies and procedures.

The Coordinator will refer all decisions that are outside established policies and procedures and are beyond the scope of this position to the Director.

Job Environment

The position reports to the Director of the National Centre for Evangelisation on the progress of initiatives and projects as assigned by the Director.

The Coordinator is expected to apply professional standards and recognised techniques, with some adaptation as required to achieve outcomes.

Challenges

Engaging with a contemporary Australian society in a post-Royal Commission and increasingly secularised environment will be a significant challenge.

Knowledge, Skills and Experience

An understanding of and a commitment to promote the principles of Catholic Social Teaching and Gospel values within the workplace

A tertiary qualification in Theology, Pastoral Studies or Religious Education, or related discipline

A minimum of 5 years' experience in the nominated portfolio

Demonstrated experience in using media (including social media) and new technology to promote the Catholic faith would be an advantage

Strong knowledge and understanding of the structures and various ministries of the Church in Australia

Experience in research, project management and events management, particularly of large gatherings of individuals.

Excellent electronic, oral and written communication skills

An ability to communicate effectively using electronic means including, but not limited to, phone and video conferencing.

An ability to network with diocesan personnel and heads of like organisations locally, nationally and internationally

Position Impact

The role does not have responsibility for other employees or any budget allocation.