

Diocesan Support Manager

Full-time 37.5hpw | North Sydney

- Full-time (37.5 hours per week) permanent role based in North Sydney.
- Become a member of an experienced and dynamic team supporting staff across the NSW/ACT Region.
- Become an integral part of a global network of Catholic development work.

This is an exceptional opportunity to join the international mission agency of the Catholic Church in Australia, which supports children, communities and church leaders both in Australia and overseas. In Australia our work includes delivering community education and mission engagement programs; forming active partnerships with parishes, community groups, minority and cultural groups and the national schools network; and facilitating a sustainable program of fundraising.

Reporting to the Diocesan Director of the Diocesan Support Office for the Archdiocese of Sydney and the Dioceses of Broken Bay and of Parramatta, this senior position requires someone who has a passion for mission and for making a difference, by harnessing the generosity and philanthropy of others. The role has a dual focus: Providing assistance to the Diocesan Director, as 2nd in charge, in supporting activities within the SBBP and in supporting activities of Dioceses within the ACT/NSW region (60% of the time); Providing support to the youth and schools, particularly concerning the promulgation and consolidation of the *Socktober* program, within the ACT/NSW region (40% of the time). Please refer to the Position Description for a full account of key responsibility areas and key performance indicators for this role.

You will be eligible to work in Australia, have your drivers' license, be able to travel around Sydney and surrounds, and work a flexible schedule—sometimes including weekends. You will degree qualified in a relevant discipline (theology, education, sales/marketing, management). You will be able to adapt to dynamic circumstances quickly and respond with energy. Your interpersonal skills, and your written and verbal communication skills will be excellent, and you will be able to present and deliver information confidently to a group. You will have an understanding of and experience in relationship based fundraising. You will have had some experience working with diverse groups of people in the community or in the Church. 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. You will be a team player. You may have some international travel experience or have previously lived and worked in a developing country.

Catholic Mission supports their employees with a number of benefits such as time-in-lieu and flexible working arrangements. There is an Employee Assistance Program, above-award holiday breaks and an annual performance, development and review program. You can look forward to becoming part of an experienced and dynamic team.

If you're looking for a role where your energy, enthusiasm and passion will be rewarded, your ideas embraced and where you can genuinely help change the world while building your professional career, please send your application to employment@catholicmission.org.au today, including a cover letter of no more than two pages, along with your resume of no more than two pages, demonstrating how you meet the requirements of the role. For a position description, please refer to: <http://www.catholicmission.org.au/about-us/work-with-us>. For a short video on what it's like working at Catholic Mission, please refer to: <https://www.catholicmission.org.au/about-catholic-mission/about-us#our-people>

Please note: The successful applicant is subject to a National Criminal History Check and a Working with Children Check (and the Vulnerable); Only those selected for an interview will be contacted within 2 weeks of the closing date.

Catholic Mission comprises the four Pontifical Mission Societies, which locally and globally answer the call to love God and to love our neighbour, works to establish the Reign of God through building communities of missionary disciples who share their faith by proclaiming the Word, supports Church communities and people in need, acts for justice and creation, and through the Society of the Holy Childhood, adopts child-focused, community-based development programs.

Closing Date: Wednesday 25 March 2020 5pm