

## **POSITION DESCRIPTION**

### **BISHOPS COMMISSION FOR CHURCH MINISTRY**

POSITION TITLE:	OPW Project Officer
REPORTS TO:	Director, Office for the Participation of Women/Office for Lay Pastoral Ministry
SALARY SCALE:	Level 4 ACBC Remuneration Scale
FULL TIME EQUIVALENT:	0.2 EFT
HOURS PER WEEK:	7.5 hours per week
LOCATION:	Canberra
AUTHORISED BY:	Chairman, Bishops Commission for Church Ministry
DATE:	15 August 2017

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#### **Primary Objectives**

The primary objective of the role of OPW Project Officer is to deliver a series of tasks and to establish the format of the programme for the two-year programme Young Catholic Women's Leadership Fellowship in Australia; including, the structure of the leadership and formation components, suggestions of suitable personnel, budget costings for travel and accommodation along with suitable venues for formation sessions.

#### **Major Accountabilities**

Develop a programme for a Leadership Fellowship for young Catholic women to be conducted over a two year time frame including liaising with staff from a tertiary educational institution to imbed the academic course within the overall programme and in close collaboration with the Director, Office for the Participation of Women/ Office for Lay Pastoral Ministry (the Director).

Develop the formation and leadership components of the Leadership Fellowship including recommendations for personnel, topics and locations for each component in close collaboration with the Director and with representatives of partner agencies

Develop and formulate the details of the formation programme including format, accommodation and venues for this aspect of the fellowship.

Develop a budget for the two year programme including course fees, formation programme, accommodation and travel considerations.

## **Organisational Environment**

The Bishops Commission for Church Ministry is mandated by the Australian Catholic Bishops Conference to address national issues related to the people involved in ministry within the Church. "The ecclesiology of communion requires the bishop to involve all Christians in the one mission of the Church. In fact all Christians, individually and collectively, have the right and duty to cooperate in the mission which Christ entrusted to his Church, each according to his own or her own particular vocation and gifts received from the Holy Spirit." (Directory on the Pastoral Ministry of Bishops (2004) n 59)

The Office for the Participation of Women/Office for Lay Pastoral Ministry has been established to undertake projects as determined by the Bishops Commission for Church Ministry (BCCM) in implementing the recommendations of the Bishops' Social Justice Statement on the participation of women in the Church and to act as a focal point for ongoing dialogue and the integration of ideas pertaining to women and their participation in the Catholic Church in Australia.

The OPW Project Officer has the responsibility of delivering a series of tasks as directed to assist the Director develop a Young Catholic Women's Leadership Fellowship.

## **Risk and Occupational 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 occupational 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 OPW Project Officer's key communications will be:

- To the Director:
  - to report on task progress and the delivery of content as identified in major accountabilities.
  - to develop the formation and leadership components of the fellowship programme;
  - to develop a budget with consideration given to all aspects of the two year programme;
- To staff in the tertiary educational institution:
  - to discuss and liaise with staff to embed the academic course within the overall educational program;
  - to include all details about application processes within the organisation of the fellowship programme.

- To various experts and representatives of partner agencies contacted to gain advice regarding the total programme:
  - to discuss and liaise with a variety of experts to formulate the formation programme;
  - to gain expert advice from people involved in similar fellowship programmes
  - to involve representatives of partner agencies in the presentation of the formation program..

### **Decision Making**

The OPW Projects Officer will make all decisions which fall within established policies and procedures on the day to day performance of this role.

The OPW Projects Officer will refer all decisions that are outside established policies and procedures to the Director.

### **Challenges**

To assist with the drawing together of a specific range of information which culminates in a two year programme aimed at inviting young Catholic women to participate in an academic and formation programme while responding to the diversity of needs around the country.

### **Knowledge, Skills and Experience**

The OPW Project Officer will:

- demonstrate an understanding of how to develop a programme which aims to promote the participation of young women in the Catholic Church in Australia and the requirements, issues and challenges of this target group;
- Possess qualifications in Theology and/or Ministry or in a related field;
- demonstrate knowledge of a wide range of organisations applicable to this work;
- have excellent written and oral communication, and organisational skills;
- have experience delivering projects on time as part of a small team or individually, with general supervision;
- a sound knowledge in the use of personal computers and Microsoft Office applications.

### **Position Impact**

This position has no budgetary responsibilities and is not responsible for supervising workers.