



Catholic Archdiocese of
Canberra & Goulburn

POSITION DESCRIPTION

POSITION:	Family Programs Officer – Parish/School
START DATE:	January 2022
AWARD:	This position is award-free. Part Time
REPORTS TO:	Manager, Marriage, Family & Relationships
LOCATION:	St Christopher’s Pastoral Centre and client parishes.

Position Objectives

To act as a conduit between the Archdiocese, parish & parish school in establishing programs which support marriage, family and parenting, under the direction of the Manager, Marriage, Family & Relationships.

To promote, assess & report on family support programs regularly and maintain all associated administrative processes and records.

To develop an effective network of volunteers to facilitate family support programs in their local faith communities and centrally as required.

Specific Duties:

- Research, trial and promote good family support programs supportive of a Catholic ethos.
- Make regular contact with Deans and PPs/Administrators to ascertain local needs and update them about available programs.
- Run online programs centrally as ‘tasters’ for parishioners and parish staff.
- Assist local parishes/deaneries to establish locally run programs particularly as outreach opportunities to local Catholic school families.
- Recruit, equip and coordinate volunteer program facilitators.
- Maintain all administrative processes (promotion, registration, record keeping, reporting) associated with family support programs

Relationships:

Establish and maintain cooperative, harmonious and effective working

relationships with:

- Members of the MFR team
- Deans & Parish Priests/Administrators,
- Parish personnel, especially the parish secretary,
- Relevant personnel from local schools, as required,
- Volunteer program facilitators
- Parishioners & parish groups generally.
- Groups, movements and ministries working in family support
- (Occasionally) Catholic family support program providers in other dioceses.

Personal Attributes:

- Driver's licence, sound knowledge of and commitment to the Catholic Church and its teachings.
- Relevant theological qualifications or the willingness to attain them.
- Good organisational, administrative, managerial and problem-solving skills.
- Excellent verbal and written, interpersonal and communication skills.
- Sound time-management skills and ability to prioritise and multi-task.
- Work autonomously and be responsible and accountable for own work.
- Ability to work under pressure and meet deadlines.
- Exercise initiative and good judgment, act with tact and discretion, maintaining high levels confidentiality.
- Ability to work cooperatively and collaboratively in a team environment.
- Experience in setting up audio visual equipment.
- Communications experience especially with social media campaigns.

The Family Programs Officer will need to be able to work flexible hours, sometimes in the evenings, in order to facilitate or help implement family support programs.

The Family Programs Officer may need to travel occasionally to regional parishes to liaise with priests and parish staff.