



CATHOLIC ARCHDIOCESE OF MELBOURNE

Parish Animation Consultant (Clergy, Parish and Community Engagement) Catholic Archdiocese of Melbourne

- **Full time, 38 hours per week**
- **East Melbourne base, but role is primarily supporting the parishes and local communities**

Working as part of our newly formed Animation Team, we are seeking two Animation Consultants to foster relationships between parishes, local communities and their leaders to instil a proactive engagement in the sharing of Mission and reaching out in Gospel boldness.

As an Animation Consultant for the Catholic Archdiocese of Melbourne, you will be responsible for identifying, facilitating and/or coordinating programs, processes or structures that support the animation of parishes and local communities in response to their identified needs. You will provide support in developing capacity in local communities to initiate, continue or expand their ability to become more missionary and evangelising in their community context.

You will go about this by displaying a consistent mindset of agility, adaptation, innovation and continuous improvement by identifying ways to ensure the needs of parishes, communities and other stakeholders of the Archdiocese are being met in a changing environment.

You will be confident in delivering against the requirements as you are Tertiary qualified (or working towards a qualification) in theology, ecclesiology or a similar relevant discipline and have an extensive understanding of, and commitment to the teachings of the Catholic Church. Your significant experience would have been developed over a period of five (5) years or more of working within a variety of Church, Evangelisation or Faith Formation contexts and in support of local faith communities (i.e. parishes).

Using your exceptional interpersonal and communication skills you have a proven capability to network, present to, and influence with individuals, community groups and meetings within a faith context and have a commitment to being adaptable and demonstrating flexibility and agility in the workplace.

This is an opportunity for you to take a leading role as our organisation goes through a period of significant change. If you would like a more detailed overview of the role, please refer to the attached Role Description.

Successful applicants must be eligible to work in Australia, hold a current unrestricted drivers licence; and will be required to provide a Working with Children Check and a Police Check that is satisfactory to the Catholic Archdiocese of Melbourne.

Please provide your up to date Resume that demonstrates how your skills align to the requirements of the Parish Animation Consultant to recruitment@cam.org.au by Thursday 26th March 2020.



CATHOLIC ARCHDIOCESE OF MELBOURNE

ROLE DESCRIPTION

1. ROLE

Role Title:	Parish Animation Consultant
Department:	Mission
Location:	East Melbourne
Employment Status:	Full time
Reports to:	Team Leader - Animating

2. PRIMARY OBJECTIVE OF THE ROLE

Reporting to the *Team Leader - Animating* the *Animation Consultant* is to liaise with, support and resource parishes and communities within a region of the Archdiocese of Melbourne in their efforts towards a more evangelising orientation. The *Animation Consultant* will be responsible for:

- Assisting faith communities identify movements of the Spirit in their midst and respond with a missionary impulse towards Gospel boldness and fruitfulness
- Fostering relationships with and between parishes, local communities and their leaders across an allocated region of the Archdiocese;
- Identifying, facilitating and/or coordinating programs, processes or structures that support animation of parishes and local communities in response to their identified needs.
- Developing capacity in local communities to initiate, continue or expand their ability to become more missionary and evangelising in their community context.
- Ensuring their work is operationally agile, flexible and responsive in facilitating their missionary orientation toward, and in support of, parishes and communities;

3. ORGANISATIONAL OVERVIEW

The Archdiocese of Melbourne through its ministries and agencies is at the service of the people of God, who plant the Gospel of Jesus Christ into their communities and lives daily.

Presided over by the Archbishop of Melbourne, the Archdiocese comprises around 1.1 million Catholics, and is the largest Archdiocese in Australia with a wide variety of people, cultures and ministries, providing services and support to parishes and schools through pastoral, educational, social welfare and administrative support.

Under the guidance of four key priorities outlined by the Archbishop, the works and activities of the Archdiocese are oriented towards a missionary focus to address the ongoing needs of: Local Communities; Families; Youth and Young Adults; and the Poor, Broken and Wounded.



CATHOLIC ARCHDIOCESE OF MELBOURNE

This is achieved through a pro-active engagement in the sharing of Mission; a reaching out in Gospel boldness; operating in an agile and responsive mindset; identifying and embracing what is fruit bearing in our works; understanding the outward focus and call of being missionary disciples; and being mindful of good stewarding in terms of time, talent and gifts.

The Missionary Team is a core initiative at the service of proclamation, formation and mission for the Archdiocese of Melbourne: offering strategies, resources and support for the pastoral needs of parishes and local faith communities; and focusing on the proclamation of the Gospel, faith formation and Christian living delivered with missionary energy.

4. KEY ACCOUNTABILITIES

- Provide a point of contact for all parishes and local communities to the Archdiocesan Mission structure to support and animate parishes and communities to instil a proactive engagement in the sharing of Mission and a reaching out in Gospel boldness;
- Engage, collaborate and build strong relationships and alignment with Clergy, Parishes and Catholic communities throughout the Archdiocese to build relationships of trust that enable openness to new ideas and a call into new frontiers of mission;
- Assess and prioritise local community needs and requirements to enable and equip local faith communities in order to build their capacity to drive towards Gospel fruitfulness;
- Facilitate and implement processes (In consultation with the Team Leader – Animating) to identify areas for need for support of animation, formation and discipleship activities in parishes and communities within the allocated region to ensure the team is responsive and consistently meeting the needs of the communities they serve;
- Liaise with Clergy, Parishes, Catholic communities and stakeholders within an allocated region to identify potential new initiatives, strategies, resources and programs that enable and equip local faith leaders to drive towards Gospel fruitfulness and to form God's people in evangelisation, discipleship, prayer and action;
- Display a consistent mindset of agility, adaptation, innovation and continuous improvement by identifying ways to ensure the needs of parishes, communities and other stakeholders of the Archdiocese are being met in a changing environment;
- Take reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.



CATHOLIC ARCHDIOCESE OF MELBOURNE

5. KEY RELATIONSHIPS

WHO	WHY
Internal Stakeholders	
Team Leader - Animating	Escalate issues, keep informed, advise and receive instructions. Provide direction and manage performance.
Mission Team	Participate in discussions and decisions regarding Mission strategies and support for parishes and Catholic communities. Provide suggestions and input into development of resources and programs offered to parishes and local communities. Participate in meetings to represent work group perspective and share information.
Administration and Events Support Officers	Seek administration support where required.
External Stakeholders	
Clergy, Parishes, Catholic communities	To effectively identify and serve the needs of parish and local communities. Provide and gather information to enable a deeper understanding of Archdiocesan/client requirements and provide support that is requested. Build relationships of trust.

6. ESSENTIAL REQUIREMENTS OF THE ROLE

- Tertiary qualifications (or working towards) in theology, ecclesiology, or a similar relevant discipline
- Current Victorian Driver's Licence
- National Police record check
- Working with Children Check

7. KEY SELECTION CRITERIA

- An extensive understanding of, and commitment to, the teachings of the Catholic Church and a commitment to the philosophy and core values of the Catholic Archdiocese of Melbourne.
- Extensive experience (5+ years) of working within a variety of Church, Evangelisation or Faith Formation contexts and in support of local faith communities (i.e. parishes).
- Exceptional interpersonal and communication skills with proven capability to network, present to, and influence with individuals, community groups and meetings within a faith context.
- Proficiency in successfully working on collaborative processes and practices that encourage team involvement and input.
- Commitment to being adaptable and demonstrating flexibility and agility in the workplace. Including willingness to work variable hours according to local community needs (i.e. evenings and weekends).



CATHOLIC ARCHDIOCESE OF MELBOURNE

- Ability to respond positively to challenging circumstances and commitment to collaboratively finding solutions to challenging problems.
- Exceptional resource and time management skills delivering work independently to achieve objectives efficiently and within agreed timelines.

8. INTEGRITY IN THE SERVICE OF THE CHURCH

Integrity in the Service of the Church aims to help employees reflect on and uphold Christian vision and values in all relationships and actions. The principles and standards which make up the Integrity in the Service of the Church are extensions of five basic principles for Church employees in which they:

- 1. Are committed to justice and equity**
- 2. Uphold the dignity of all people and their right to respect**
- 3. Are committed to safe and supportive relationships**
- 4. Reach out to those who are poor, alienated and marginalised**
- 5. Strive for excellence in all their work**

Service, given according to these principles, is life-enriching for both providers and recipients.

Our Reform in the Walking program identifies the following values:

- Collaborative and can build engagement around a common purpose
- Energy and Passion for Gospel Mission – be informed by the needs of the people you serve – communities, poor, young and families
- Flexible and agile in how to respond to ever changing needs
- Accountability and delivery
- Foster solutions within the communities
- Stewardship Care