

Diocesan Director - Wollongong

As the Diocesan Director, it's my role to animate the vision and mission of Caritas Australia at the local diocesan level. I am responsible for promoting the work of Caritas Australia within the diocese through education, fundraising, advocacy and relationships with Catholic schools, parishes and wider Catholic community.

I am appointed in partnership with the Bishop.

I am a member of:	Engagement Department	My role is based in:	Wollongong, New South Wales (Remote)
I report to:	National Diocesan Director Manager	My role is classified:	SCHADS 3

I am committed to:

- The mission of Caritas Australia in our quest to end poverty and injustice through the realisation of human dignity for all people.
- The Caritas Australia values of courage, partnership, stewardship and compassion, and Catholic Social Teachings principles which underpin our work.
- Our Code of Conduct which outlines the professional behaviour that is expected of me.
- The safeguarding of children and vulnerable adults in line with laws, standards and Caritas Australia's policies and procedures.
- Abiding by the organisational acceptable use of technology, ensuring ethical and legal use of these resources.
- The safety and security of myself and others.
- Abiding by all Caritas Australia's policies and processes.

In my role, my main duties/responsibilities are:

- Coordinating diocesan engagement in Caritas Australia's mission by fostering collaboration, supporting campaigns and initiatives, and ensuring alignment with advocacy, fundraising, and ecological justice priorities across parishes, schools, and community networks.
- Designing and delivering engaging sessions and professional development workshops for students, teachers, and staff to deepen understanding of Caritas Australia's work, Catholic Social Teaching (CST), and integral ecology, fostering awareness, participation, and integration of these principles within school communities.
- Developing a network of parish representatives/volunteers to extend the reach of Caritas Australia across the diocese.
- Representing Caritas Australia at diocesan events, visiting schools and parishes and organising events such as the Project Compassion launch.
- Collaborating with the Community Fundraising Team and Supporter Experience Team to coordinate donations, follow-up and thank schools, parishes and organisations for their support.
- Other duties as assigned.

As an employee, I am also responsible for:

- **Safeguarding:** ensuring that my team members understand their responsibilities in line with our organisational obligations, and that we implement our policy commitments.

- **Risk management:** reporting and managing financial, reputational and other risks.
- **Culture:** contributing to positive morale and a collaborative, transparent and accountable culture.
- **Engagement:** ensuring I actively participate in organisational events, training, initiatives and working groups. Motivate and encourage my team to engage in workplace initiatives.
- **Compliance:** ensuring our procedures and processes reflect best practice and are compliant with DFAT accreditation standards, ACFID Code of Conduct, CI Management Standards and other regulations.
- **Safety and security:** ensuring WHS obligations are met for my area of responsibility in line with the Safety and Security Policy.

For this role I need these skills and experience:

Qualifications:

- Tertiary qualifications, for example in Education, Theology, Community Engagement of Communications

Experience:

- Presenting/facilitating faith-based workshops and/or professional development
- Collaborating with either diocesan authority, other agencies, parishes, schools and the wider community
- Experience working in contexts that promote social and ecological justice, guided by Catholic Social Teaching

Skills:

- Excellent verbal and written communication skills.
- Excellent organisational and interpersonal skills.
- Proficiency in Microsoft Office applications.

In my role, I will interact primarily with:

- Direct Manager – to keep informed on work in progress, receive guidance and to escalate issues as required.
- The Diocesan Director Coordinator and the broader Community Partnerships Team, including Community Fundraising.
- Advancement teams: Individual Giving, Media and Advocacy, Marketing – to encourage activities in the diocese.
- Bishops, clergy, religious – to promote the mission of Caritas Australia.
- Parish representatives/volunteers – to promote the mission of Caritas Australia.
- Schools/education representatives, parishes, Catholic organisations, community groups and diocesan agencies – to promote the mission of Caritas Australia.

For this role I am required to have:

- Working with Children check
- Police check(s)
- Counter terrorism check
- Ongoing appointment to this position is dependent on successful completion of any other required background checks and maintaining the required health and vaccination status