

# Position Description

## Faith Formation Manager



Melbourne Archdiocese  
Catholic Schools

### About MACS

Melbourne Archdiocese Catholic Schools Ltd (MACS) aims to deliver an outstanding Catholic education that equips young people with the knowledge, skills, and optimism to go forward, live meaningful lives, and to enrich the world around them. MACS, the largest Catholic school employer in Australia, owns and operates approximately 300 Catholic schools in the Archdiocese of Melbourne, and is supported by a central enterprise function, of over 600 staff members.

The MACS Strategic Plan (MACS 2030: Forming lives to enrich the world) presents a challenging and inspiring vision of the educational experience that MACS seeks to provide for students in MACS schools. MACS's Strategic Plan outlines the vision, the mission of Catholic schools in the Archdiocese, and the major objectives for MACS over the months and years ahead. Our organisational values of Integrity, Respect and Excellence require a commitment from all MACS employees to contribute to ensuring we uphold and support the objectives of the organisation.

### About the team and role

The Catholic Mission and Identity (CMI) Team collaborates with school leaders, clergy, teachers and parents to support Catholic schools within the Archdiocese of Melbourne in living out their call to be lively communities of Catholic faith. CMI works with partners to offer rich, deep and varied learning experiences that enable the faith formation of all members of the school community; as well as enabling paths of Christian discipleship for the contemporary learning environment; and develops high quality resourcing for excellence in Religious Education. The CMI team's primary objective is the forming of lives of faith, hope and love in the light of Jesus Christ.

The Faith Formation Manager will demonstrate a commitment to Catholic faith and practice, the principles of Catholic Social teaching and to the policies and priorities of MACS.

Position Title	Faith Formation Manager
Reports To	Director, Catholic Mission and Identity
Directorate	Catholic Mission and Identity
Direct Reports	Yes

### Key Responsibilities of the Role

- Manage the provision of effective programs, providing support and professional learning to schools, MACS staff and other diocesan staff related to Catholic mission, faith formation, Catholic leadership and Religious Education in light of the Formation Framework
- Support a strategy that meets our ambition for formation as an expression of the MACS Statement of Mission, equipping leaders, teachers and partners in Catholic education to witness to the mission of Jesus Christ in Catholic school communities in Melbourne
- Support the development, management and co-design of formation initiatives and shared vision of MACS 2030 at a system level, whose purpose is to provide a deep, structured and comprehensive formation program that aligns with the MACS purpose, mission and vision
- Assist with the design and management of professional learning opportunities and resource development
- Build a culture of continuous improvement in our ways of working with and for schools
- Enable targeted professional support, identifying, analysing and utilising data, research and evidence
- Manage the provision of an effective program of sponsored studies related to Catholic identity, Catholic leadership and Religious Education as part of the MACS Sponsored Studies program
- Identify and support initiatives that strengthen parish/school engagement



- Contribute to the major projects of the Catholic Mission and Identity group
- Perform other duties as assigned within your scope of practice/work

## Key Selection Criteria

- Demonstrated ability to lead, motivate and coach teams to deliver quality outcomes
- Knowledge of the nature and purpose of Religious Education and familiar with the direction of Religious Education in the Archdiocese of Melbourne
- Outstanding interpersonal and communication skills with the ability to influence and work collaboratively across varied teams and stakeholders
- Well-developed problem-solving skills with the ability to initiate practical solutions
- Demonstrated ability to be flexible and adaptable to manage change
- Strong time management skills with the ability to prioritise and plan workloads to meet deadlines

## Skills, qualifications and pre-requisites to undertake the role

Qualifications	Relevant tertiary qualification in school education or a related discipline. Post-graduate or further qualifications in Theology and/or Religious Education.
Organisational values	A commitment to the organisational mission, vision and values of Integrity, Respect and Excellence and to the faith, values and mission of Catholic education including alignment with MACS's Child Safety standards.
Licenses Required	A full, current, and maintained Victorian Driver's license and motor vehicle.
Other requirements	<ol style="list-style-type: none"> <li>1. An understanding of and commitment to the safety, wellbeing and protection of children, and therefore you: <ol style="list-style-type: none"> <li>a. Must hold and maintain a current Victorian Working with Children Check or be eligible to receive same upon joining the organisation.</li> <li>b. Alternative to holding a WWCC and NCHC, MACS will accept evidence and continued maintenance of a full and current Victorian Institute of Teaching (VIT) registration.</li> </ol> </li> <li>2. You must also undergo and receive a clear National Criminal History Check (NCHC) upon employment and during the course of your employment with MACS. All employees are required not to have been charged with, nor found guilty of any offence which would be incompatible with employment with MACS.</li> <li>3. Willingness to take reasonable care for your health and safety in the workplace and for the health and safety of others who may be affected by what you do or don't do.</li> </ol>

