

Position Description

School and Parish Officer



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's purpose is to enable the evangelising mission for all schools, aligning with the MACS Statement of Mission: forming lives of faith, hope and love in the light of Jesus Christ.

CMI facilitates rich, deep and varied learning experiences that empower the faith formation of principals and senior leaders, teachers, staff, students and families, and MACS Board and executive leaders in the MACS mission; enabling Christian discipleship in each Catholic school community; inspiring and developing faith leadership; and provides quality resourcing for excellence in Religious Education. CMI partners with other directorates to ensure that projects, policies and procedures are imbued with our Catholic mission. CMI is available for project collaboration, policy development, learning and outreach support in pastoral care and complex issues, communicating our faith confidently, and relationship building with partners in the broader Catholic environment.

CMI builds healthy working relationships with the Archdiocese to model *Working Together in Mission*, helping parish/school partnerships to flourish, and connects school-based needs in mission and identity with resources, advice and direction, and external partners in evangelisation and faith formation.

The School and Parish Officer will demonstrate a commitment to the mission of Catholic education and a capacity to realise that mission in the context of MACS Strategic Plan which promotes strong, shared leadership and a culture of creativity and innovative practice.

Position Title	School and Parish Officer
Reports To	Lead, School and Parish Partnership
Directorate	Catholic Mission and Identity
Direct Reports	N/A

Key responsibilities of the role

- Contribute to liturgical planning and sacramental resources, collaborating internally at MACS and with Archdiocesan and parish collaborators.
- Embed Working Together in Mission in the life of every school parish community.
- Partner with the Archdiocese and Parishes to enhance communication and collaboration.
- Foster a positive and constructive relationship between Principal and Parish Priest for each school.



- Actively implement the development of strategic programs and resources that deepen the understanding of the Catholic Tradition, enhance the spiritual formation of families, and strengthen the connection between Catholic schools and their local parish communities.
- Network to foster professional relationships internally and externally while collaborating and working within the CMI team, to maintain and share professional knowledge, build capability and collaborate on projects and represent the CMI at various events and meetings as required.
- Collaborate with Archdiocesan agencies that support family faith formation.
- Support school leadership teams to engage actively with parish leadership, SAC Chairs in the regions.
- Provide advice and support to schools, to lead opportunities for community engagement with MACS families, including formation opportunities that are multi-faceted and enhance the voice and opportunities for our families to connect across the MACS community.
- Provide support for schools to reach out to committed families who wish to be more involved, such as assisting with sacramental preparations, parish/school social justice initiatives.
- Contribute to the major projects of the CMI team.
- Perform other duties as assigned within your scope of practice/work

Key Selection Criteria

- Practicing Catholic active in a Eucharistic community such as a parish, with a demonstrated commitment to the evangelising mission of the Catholic Church and of Catholic schools.
- Strong theological, religious education or relevant educational expertise that will support the empowerment and formation of school leaders and teachers.
- High level interpersonal and communication skills including the ability to interact with a diverse range of stakeholders.
- Strong time management skills to be able to prioritise and plan workloads to meet deadlines.
- Ability to work well autonomously as well as within a team environment.

Skills, qualifications and pre-requisites to undertake the role

Qualifications	Relevant tertiary qualification in a related discipline.
Professional membership or Accreditation	VIT Registration (desirable) RE Accredited (Level 2 accreditation to Teach Religious Education and Lead in a Catholic School). (desirable)
Previous Experience/s	Experience in project coordination. Develop and maintain databases, manage workflows generated, and communicate with a range of stakeholders.
Organisational values	A commitment to the organisational mission, vision and values of Integrity, Respect and Excellence and to the ethos, 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"> 1. An understanding of and commitment to the safety, wellbeing and protection of children, and therefore you: <ol style="list-style-type: none"> a. Must hold and maintain a current Victorian Working with Children Check or be eligible to receive same upon joining the organisation. 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. 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. 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.

