

Position Description

Lead Advisor, Students and Families



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 Lead Advisor, Students and Families is leading in the development, implementation and delivery of high-quality faith formation programs and resources with a specific focus on the Students and Families cohort.

Position Title	Lead Advisor, Students and Families
Reports To	Manager, Faith Formation
Directorate	Catholic Mission and Identity
Direct Reports	N/A

Key Responsibilities

- Deliver strategic advice and professional development to enhance Faith Formation across the Students and Families cohort
- Partner with school leaders in developing, implementing, and evaluating evangelisation programs and strategies that foster meaningful faith formation engagement among students and families
- Lead the development, implementation and delivery of engaging high-quality faith formation pathways,



- programs and resources for students and families
- Contribute to the system wide embedding of the MACS *Working Together in Mission* charter
- Continuously evaluate and improve existing programs to meet the evolving needs of the MACS school
- Build and maintain partnerships with national and international partners to enhance faith formation programs and resources
- Support the development and implementation of the CMI Team's priorities and MACS 2030 at a system level
- Enable targeted professional support, identifying, analysing and utilising data, research and evidence
- Collaborate with team members, contribute and work collectively to support duties within the broader CMI Team as required
- Contribute to liturgical planning and sacramental resources, collaborating internally at MACS and with Archdiocesan and parish collaborators
- Perform other duties as assigned within the 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
- Demonstrate a strong understanding and commitment to Catholic teachings and traditions and a genuine vision and enthusiasm for the MACS vision, Catholic education, and faith formation
- Extensive experience in providing leadership to and collaboration with a team of professionals
- Ability to draw on evidence and contemporary research to inform program design, delivery and evaluation of effective professional learning programs
- Demonstrated strong interpersonal skills with the ability to effectively build relationships with a large variety of stakeholders based on trust and integrity
- Highly developed word processing skills and a high degree of proficiency within the MS Office suite, in particular Teams, Word, Excel, Outlook and PowerPoint
- Strong time management skills to be able to prioritise and plan workloads to meet deadlines
- Demonstrated capacity to be flexible and adaptable in managing change
- Adaptable and responsive to the diverse needs of different age groups and communities
- Committed to ongoing personal and professional growth in faith and education

Skills, qualifications and pre-requisites to undertake the role

Qualifications	Advanced degree in Theology, Religious Education, Ministry or a related field
Professional membership or Accreditation	NA
Previous Experience/s	Extensive experience in designing and delivering of high-quality faith formation programs and resources to students and or families
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"> An understanding of and commitment to the safety, wellbeing and protection of children, and therefore you: <ol style="list-style-type: none"> Must hold and maintain a current Victorian Working with Children Check or be eligible to receive same upon joining the organisation. 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. 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. 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.

