

# Position Description

## Mission Partner



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 Mission Partner 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. Reporting to the Lead Mission Partner, the Mission Partner is assisting in uplifting Catholic mission and identity of schools through the development, implementation and delivery of high-quality faith formation programs and resources.

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| Position Title | Mission Partner               |
| Reports To     | Mission Partner Lead          |
| Directorate    | Catholic Mission and Identity |
| Direct Reports | N/A                           |

## Key responsibilities of the role

- Provide for an effective delivery of expertise, best practice and models of change to uplift the Catholic mission and identity of schools, aligned with MACS' Strategy, MACS Faith Formation Framework, MACS Accreditation Strategy and MACS Charter: Working Together in Mission



- Implement and embed the MACS Faith Formation Framework across all MACS Cohorts: principals and senior leaders, teachers, staff, students and families
- Develop and implement high quality faith formation programs and other related professional development opportunities for all schools, through the RE Networks, Principal Networks, and other shared regional projects
- Strengthen partnerships between parishes and schools in accordance with the MACS Charter: Working Together in Mission
- Develop and maintain relationships with external partners and ensure quality delivery of best practice evangelisation models, change management approaches to uplift Catholic mission and identity of MACS Schools
- Provide specialised support for priority schools through targeted school review processes, customised school improvement plans and enhanced discipleship community development
- Connect school leadership teams with external partners and resources that facilitate an authentic witness to Catholic faith and shape school identity with a common commitment to evangelisation
- Co-design and shape new initiatives in RE and faith formation that are inspirational, knowledge-building in Catholic teaching and practice, and retain MACS schools accreditation among staff
- Interpret and analyse relevant data at the system level for translation into high quality practice in prayer and mission
- Provide support to schools in most need of specialised care for school review and school improvement plans, to shape learning as part of a discipleship community
- 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
- 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
- High level knowledge and skills in working with relevant software packages, especially within the Microsoft Office package
- Ability to work well autonomously as well as within a team environment

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

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| Qualifications                           | Degree in Theology, Religious Education, or a related field  |
| Professional membership or Accreditation | N/A  |
| Previous Experience/s                    | Experience in designing and delivering of high-quality faith formation programs and resources to a wide range of audiences   |
| 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                       | 1. An understanding of and commitment to the safety, wellbeing and protection of children, and therefore you: <ol style="list-style-type: none"> <li>Must hold and maintain a current Victorian Working with Children Check or be eligible to receive same upon joining the</li> </ol> |



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|  | <p>organisation.</p> <p>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.</p> <p>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.</p> <p>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.</p> |
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