

# Position Description

## Project Lead



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 Project Lead oversees the management of projects, programs, and initiatives for high quality resourcing for faith formation and excellence in Religious Education.

Position Title	Project Lead
Reports To	Manager, Faith Leadership
Directorate	Catholic Mission and Identity
Direct Reports	Yes

## Key responsibilities of the role

- Lead and manage a team of Project Officers to support the delivery of a range of projects across the CMI Directorate
- Manage the provision of effective programs providing support to schools, MACS staff and other diocesan staff related to Catholic mission, faith formation, Catholic leadership and Religious Education
- Prepare and coordinate comprehensive action plans, timeframes, budgets, risk management, procurement processes, and relevant administrative duties



- Support the development and co-design of initiatives and shared vision of MACS 2030
- Support a partnership approach to services and products from industry leaders and skilled experts providing specialist knowledge, advice or skills in targeted areas guided by the principles of equity, transparency, and mutual benefit
- Monitor and assign roles and tasks to Project Officers, liaise with Project Officers, team members and Program Manager Leading in Faith
- Enable targeted professional support, identifying, analysing and utilising data, research and evidence.
- Create reports and updates for the CMI Leadership Team
- Collaborate with team members, contribute and work collectively to support duties within the broader CMI as required
- Perform other duties as assigned within your scope of practice/work

## Key Selection Criteria

- Demonstrated ability to coordinate and manage project activities and work effectively across multiple teams, project areas and team members, to successfully deliver projects within time frames
- Demonstrated capacity to be flexible and adaptable in managing change
- Outstanding interpersonal and communication skills, particularly in working collaboratively across varied teams and stakeholders and partnerships
- Professional written and oral communication skills with specific abilities in the effective preparation of reports, visual data representations and correspondence with stakeholders
- Highly adept at managing multiple tasks, demands and tracking, maintaining effective processes and procedures
- Excellent database and technology skills including MS software applications, as well as ability to develop and maintain accurate databases

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

Qualifications	Relevant tertiary qualification in a related discipline
Professional membership or Accreditation	N/A
Previous Experience/s	Experience in project management. Experience in coordinating teams and stakeholders. Proven success in a corporate setting working with all levels of management. Managing workflows generated and communicating 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"> <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>

