

# Position Description

## Program Lead, Faith Leadership



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, by supporting faith formation, faith leadership; and provides quality resourcing for excellence in Religious Education. CMI partners with other directorates and parishes to ensure that projects, policies and procedures are imbued with our Catholic mission.

The Program Lead, Faith Leadership, will lead the planning, coordination, and delivery of strategic projects that strengthen faith leadership across MACS schools. This role focuses on implementing mission-aligned initiatives, supporting leaders in their formation, and ensuring project outcomes contribute to the MACS 2030 vision.

Position Title	Program Lead, Faith Leadership
Reports To	Manager, Faith Leadership
Directorate	Catholic Mission and Identity
Direct Reports	N/A

## Key responsibilities of the role

- Plan, manage, and deliver faith leadership projects from inception to completion, ensuring alignment with MACS strategic priorities
- Develop project plans, timelines, and budgets; monitor progress and report on outcomes
- Collaborate with CMI Managers to design and implement formation programs for principals, school and system leaders
- Ensure projects integrate Catholic theology, spirituality, and 'Forming Hearts', the MACS Faith Formation Framework
- Build strong relationships with school leaders, Catholic Archdiocese of Melbourne, and external partners to support project success
- Facilitate workshops, meetings, and communications to ensure stakeholder alignment
- Use data and evidence-based research to evaluate project impact and inform continuous improvement
- Work closely with the Catholic Mission and Identity team and other directorates to embed faith leadership initiatives across MACS
- Contribute to liturgical life, pastoral initiatives, and cross-sector partnerships in evangelisation
- 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
- Strategic thinking and ability to apply data and evidence to decision making
- Strong understanding of theological, liturgical, or religious education
- Excellent communication and interpersonal skills, with the ability to engage and influence diverse stakeholders
- Capacity to manage competing priorities and deliver outcomes within deadlines

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

Qualifications	Relevant tertiary qualification in Theology, Religious Education, Leadership or related fields
Professional membership or Accreditation	VIT Registration is desirable
Previous Experience/s	Experience in Catholic education or faith-based leadership roles
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>

