



**THE SOCIETY OF JESUS**  
IN AUSTRALIA

## **Job Vacancy**

**Role:** Executive Officer, Jesuit Social Ministries Australia (JSMA)

**Location:** Hawthorn / PROV OFFICE

### **3 Year Fixed Term Contract**

#### **Organisational Overview**

Founded by St Ignatius Loyola more than 450 years ago, the Society of Jesus (also known as the Jesuits) is an international religious order of priests and brothers within the Catholic Church committed to service in the world in a variety of ways.

Jesuit Social Ministries Australia (JSMA) was established in 2020. It is a work of the Society of Jesus in Australia (SoJA). JSMA has the responsibility to provide strategic oversight and governance of the Social Ministries.

#### **Organisational Responsibilities**

- To support and nurture the Province's Catholic and Jesuit identity, and Ignatian charism.
- Participation and completion of Ignatian Induction and Ignatian Formation.

#### **The Role**

An exciting opportunity exists for an experienced Executive Officer to advise the Provincial and support the Chair and the Committee of Jesuit Social Services Australia (JSMA), particularly in relation to the Committee's Charter and its responsibilities for assisting the good governance of the individual social ministries and to continue to develop the following:

- Jesuit mission
- Jesuit identity
- Lay leadership
- Growing collaboration between the ministries as needs arise, and
- Development of local and international Jesuit networks.

The Executive Officer is also appointed as Provincial Assistant for Social Ministries to advise the Provincial through the Ministries Commission and support the JSMA Committee. The Executive Officer is also required to promote the Provincial's and the Australian Province's mission and goals. More generally, the role acts as the Australian Province's representative for the international networking with the Society of Jesus, especially with the Jesuit Conference of Asia Pacific (JCAP) meetings.



### Primary Responsibilities

The key tasks of the Executive Officer, acting for the JSMA Committee, guided by the Committee through its Chair and assisting the Provincial regarding the Social Ministries, will provide coordination and support, in an Executive Officer capacity, to enable the JSMA Committee to perform its responsibilities in the areas of:

- **Strategy** - Collaboration across the ministries, the Province and the wider Jesuit networks and liaison with the Provincial for the ratification of strategic plans following recommendations from the JSMA Committee;
- **Governance and Risk** - In consultation with the Director of Finance, Business Operations and Special Projects, monitor compliance of each social ministry with its strategic plan as approved by the Provincial, its governance documents and other obligations;
- **Formation - Jesuit Identity/ Ethos** - Assist JSMA and each social ministry in the ongoing articulation of the identity of Jesuit social ministries and supporting its expression in the culture, structure, strategic planning, processes, and promotion of the social teachings of each ministry;
- **Finance/ Budget** - Prepare an annual budget for the JSMA Committee, including the Executive Officer role, Bookends Project and Care for our Common Home Project;
- **Policies/ Procedures** - Assist in the implementation and ongoing adherence to the governing policies and procedures of SOJA and/or the Provincial in relation to the operations of the social ministries;
- **Social Ministry collaboration and networking** - Explore and develop initiatives related to cooperation, effective use of, and sharing of, resources and expertise between social ministries within the Australian Province; and Liaise with and contribute to regional and global Jesuit social ministries, including JCAP

### Specific JSMA Committee Requirements

- Act as Secretary for the JSMA Committee;
- Implementing Committee decisions and policies as directed;
- Developing annual goals, in conversation with the Committee Chair, as the basis for ongoing decisions thorough the year;
- Assist JSMA Committee in the preparation of an annual report;
- Oversee and manage any ad hoc projects;
- Provide advice and direction to the Provincial regarding appropriate Chairs of Boards, CEOs, operations and policies for social ministries; and
- Oversee The Bookends Project, Care for our Common Home and other committees as directed.



### **Provincial Assistant**

Assist the Provincial in decision making relating to Social Ministries of the Province, following consultation with the JSMA Committee:

- Report regularly to the Board of The Society of Jesus in Australia on key issues and projects of the social ministries of the Australian Province;
- Update the Provincial on matters relating to Professional standards, Human Resources, Complaints, Risks etc that may arise from the Social Ministries of the Australian Province;
- On behalf of the Provincial, communicate the Province's Apostolic Plan and the Universal Apostolic Priorities to Social Ministries of the Australian Province;

### **Ideal Candidate**

Ideally the successful candidate will possess and have demonstrable knowledge of the following:

- Prior experience in a senior leadership role;
- Possess demonstrable experience within the social services sector;
- Possess an understanding in governance, risk, compliance and strategic planning;
- Possess an understanding of the legislative, regulatory and policy; framework affecting governance, risk and compliance management within the social services sector;
- Proven skills in facilitating and/ or managing and compliance management; significant change initiatives in respect of governance and risk;
- Possess prior experience in the implementation of induction and formation;
- Ability to exercise leadership and plan strategically;
- Builds effective networks and creates consensus around the best way to deliver organisational objectives;
- Excellent oral, written and interpersonal communication and listening skills
- Strong understanding of Catholic faith;
- Understanding of and willingness to grow in Ignatian spirituality and pedagogy; and
- Commitment to understanding the Jesuit order and the Australian Province of the Society of Jesus.

If you are interested in applying for this role please upload a cover letter with your resume. To request a full position description please e-mail [janette.elliott@siasl.org.au](mailto:janette.elliott@siasl.org.au)

**Applications close – Monday 19 June 2023 close of business.**

*JSMA is committed to protecting children and young people from harm. We require all applicants to undergo an extensive screening process prior to appointment.*