



## **AUSTRALIAN JESUITS - ROLE DESCRIPTION**

### **Executive Officer, Jesuit Social Ministries Australia**

#### **ORGANISATIONAL OVERVIEW**

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 of the Australian Jesuits. Its purpose is to:

- Ensure each Social Ministry in the Australian Province of the Society of Jesus is conducted as a social apostolate in the Jesuit tradition;
- Build collaboration between the Social Ministries as needs and opportunities arise;
- Foster cross ministry support for the continuing development of Jesuit identity and lay leadership through induction and formation programs for social ministry boards, directors and leadership teams;
- Evolve networking across Social Ministries nationally, regionally and internationally; and
- Ensure that the principle of subsidiarity is observed. For the avoidance of doubt, this means that SOJA shall delegate responsibilities to the lowest level where appropriate and not issue instructions or directives of an operational nature to any of the Social Ministries unless required by civil or canon law or the Constitution or approved by the Provincial.

#### **ORGANISATIONAL RESPONSIBILITIES**

##### **Ignatian Spirituality**

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

##### **Positive Working Relationships**

- Manages self so as to work collaboratively and productively as part of a well-functioning and dynamic team that contributes positively to the work of the Australian Province of the Society of Jesus, its values and the Three Foundations of Mission.
- Facilitates good, productive and appropriate working relationships with all organisations that come under the umbrella of the Society of Jesus in Australia..
- Works closely with the relevant people in all the Jesuit ministries to support the fostering of Ignatian Spirituality as a lived reality within these Ministries.
- Initiates and maintains contacts with a broad range of people and community organisations to support the work of the Society, especially within Australia, being completed in the most effective and efficient manner.

##### **Respect**

- Behaves in a culturally and linguistically sensitive manner that respects everyone regardless of their background, gender, sexuality, ethnicity or ability.
- Provides and promotes an environment of mutual respect, dignity and fairness – free from discrimination, harassment, victimisation, bullying and violence –to ensure that acceptable standards of conduct are maintained at all times and takes appropriate action if unacceptable conduct is observed.

### Quality Assurance and Continuous Improvement

- Attends relevant meetings, workshops, conferences and training, as required.
- Becomes familiar with and follows the Australian Province’s quality and standard policies, procedures and management instructions.
- Is open to new ways of doing things that enhance working in an environment that subscribes to the Ignatian way.
- Strives for continuous improvement in the quality system and work practices by being alert to opportunities for improvement.

### Occupational Health and Safety

- Complies with the requirements of relevant Work, Health and Safety (or Occupational, Health and Safety) Acts and related procedures developed by the Mission.
- Works in a manner that considers duty of care for self and others and be safety conscious at all times.
- Reports inappropriate behaviour which endangers self or others including bullying and other harassing behaviours / incidents.
- Reports to work physically and psychologically fit for duty.
- Ensures all work areas are maintained in a safe condition and reports (to manager) if they are not.
- Completes site induction (where necessary).

## ROLE SPECIFICATIONS

Position Structure			
<b>Organisation:</b>	The Society of Jesus in Australia	<b>Division:</b>	Jesuit Social Ministries Australia
<b>Award/Agreement and classification:</b>	Award Free Three Days per week: Based in Hawthorn, Melbourne, Victoria		
<b>Reporting structure:</b>	Reports to	<ul style="list-style-type: none"> <li>• The Provincial of the Society of Jesus in Australia</li> <li>• Chair, Jesuit Social Ministries Australia Committee</li> </ul>	
	Direct Reports	<ul style="list-style-type: none"> <li>• Executive Assistant for Jesuit Social Ministries Australia</li> <li>• Project Officer, Care for Our Common Home</li> <li>• Project Officer, Bookends Project</li> </ul>	

## Position Objective

The primary objective of the Executive Officer role is to advise the Provincial and support the Chair and Committee of Jesuit Social Ministries Australia (JSMA), particularly in relation to the Committee's Charter and its responsibilities for assisting the good governance of the individual social ministries and for continuing 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 will also be appointed as Provincial Assistant for Social Ministries to advise the Provincial through the Ministries Commission and support the JSMA Committee in ensuring the Social Ministries are compliant with Jesuit policies and procedures.

In addition, the Executive Officer is required to promote the Provincial's and the Australian Province's mission and goals by being an effective conduit as well as being the Province's liaison with the justice secretariats of the Jesuit Asia Pacific Conference (JCAP) and the universal Society of Jesus.

The incumbent also acts as the representative of the social ministries on the Province's Ministries Commission and other committees as determined by the Provincial and collaborates with the various Delegates and Assistants of the Provincial. More generally, acts as the Australian Province's representative for the international networking of the Society of Jesus, especially with JCAP meetings.

## Position Specific Responsibilities

### KEY TASKS

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 include the following:

#### **Strategic**

Provision of coordination and support between the Province's social ministries and the JSMA Committee to enable JSMA Committee input into the strategic planning of each of the ministries, particularly in the areas of Jesuit mission and identity through:

- 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;
- Developing annual goals in conversation with the JSMA Chair and Committee as the basis for ongoing evaluation throughout the year;
- Undertaking tasks and conducting special projects as directed by the JSMA Committee. Reporting regularly to the JSMA Committee about the progress of key projects and progress of work against agreed work-plans related to various social ministry projects; and
- Coordinating Care for Our Common Home and Bookends Projects and managing project officers in these areas.

#### **Governance and Risk**

Provision of coordination and support, in an Executive Officer capacity, to enable the JSMA Committee to perform the following:

- 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 (whether by agreement or under civil or canon law) and refer any failures or any major changes in proposed actions or operations to the JSMA Committee with recommendations;
- Preparation of recommendations to the JSMA Committee in consultation with the Social Ministries, Director of Finance, Business Operations and Special Projects and General Counsel of the Australian Province of the Society of Jesus on the preparation of constitutions or revisions to constitutions of the various ministries, and equivalent documents to be approved by the Provincial, as described in the constitutions or charters of the respective ministries;
- Making of recommendations to the JSMA Committee for the appointment / reappointment of the following:
  - The Board members of each social ministry, in consultation with the respective Board of each social ministry and related bodies (e.g. JRS regional and international directors), as described in the constitutions or charters of the respective social ministries;
  - Chief Executive Officer and/or acting CEO of each social ministry, in consultation with the respective Boards of each ministry and related bodies (e.g. JRS regional and international directors) as described in the constitutions or charters of the respective ministries;
- Assist in/provide support to the development of a plan for the orderly renewal of the JSMA Committee membership and bringing recommendations to the Provincial for appointments and re-appointments; act as the primary liaison person between the social ministries and the JSMA Committee for directors/CEOs of the social ministries;
- Act as the primary liaison person for Boards and Board chairs in routine matters; and
- Arrange meetings, as requested, between Board chairs and JSMA Committee.

#### **Formation - Jesuit Identity/Ethos**

Provision of coordination and support, in an Executive Officer capacity, to enable the JSMA Committee to perform the following:

- Support JSMA in working with each ministry of SOJA to ensure it is conducted as a social apostolate in the Jesuit tradition;
- 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;
- Works collaboratively with all JSMA social ministries and boards and with Jesuit Ignatian Spirituality Australia to establish common strategic goals in relation to Jesuit identity, Jesuit formation, emerging needs and sharing of particular resources;
- Consults and collaborates with relevant ministries to support Ignatian formation development;
- Assists in the continuing development of programs of induction and formation for the social ministry CEOs/Directors and leadership teams, ensuring that the sharing of practical wisdom is part of this process; and assists in supporting the development of lay leaders, aspiring leaders and middle managers in social ministries.

#### **Finance/Budget**

Provision of coordination and support, in an Executive Officer capacity, to enable the JSMA Committee to perform the following:

- Prepare an annual budget for the JSMA Committee, including the Executive Officer role, Bookends Project and Care for our Common Home Project, and provide it to the Provincial via the Province Treasurer for approval.
- Coordinate with JSMA and Province Treasury, make recommendations to the Provincial as to the allocation and distribution of Province funds to the ministries, when available, in a transparent and equitable manner.

- In consultation with the Province Treasury and the Social Ministries, advise the Provincial in regard to the financial sustainability of each Ministry and compliance with civil and canon law.
- Promote information to the ministries with regard to Province Project Funding and Assistancy connections.

### **Policies/Procedures**

Provision of coordination and support, in an Executive Officer capacity, to enable the JSMA Committee to perform the following:

- 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;
- Ensure a consistent application of any directives, policies, procedures, protocols and delegations that are issued by SOJA and/or the Provincial and International and Assistancy bodies; and
- Develop policy papers pertinent to the future of social ministries in the Australian Province.

### **Social Ministry Collaboration and Networking**

Provision of coordination and support, in an Executive Officer capacity, to enable JSMA Committee to perform the following:

- Explore and develop initiatives related to cooperation, effective use of, and sharing of, resources and expertise between social ministries within the Australian Province;
- Liaise with and participate in JCAP and other relevant Jesuit justice gatherings;
- Build practical connections between social ministries and other apostolic works of the Australian Province;
- Monitor and help facilitate the social justice dimension of all the Australian Province's ministries; and
- Liaise with and contribute to regional and global Jesuit social ministries, including JCAP.

### **Specific JSMA Committee Requirements**

- Acting or delegating as secretary for Committee meetings: arranging papers, minutes, agenda, venues, etc;
- Implementing Committee decisions and policies as directed;
- Developing annual goals, in conversation with the Committee Chair, as the basis for ongoing supervision throughout the year;
- Reporting to the JSMA Committee on any matters or meetings relating to Jesuit social ministries;
- Reporting regularly to the JSMA Committee about the progress of key projects and progress of work against agreed work-plans;
- Assist JSMA Committee in the preparation of an annual budget for the Committee and the Executive Officer's role;
- Assist JSMA Committee in the preparation of an annual report;
- Assist the ministries with obtaining approvals, where required, from JSMA Committee and/or the Province with respect to starting new services, closing existing services, seeking project funding, taking out loans, purchase of land or buildings, construction or renovation of buildings;
- Prepare a risk matrix for consideration by the JSMA Committee; and
- Attend meetings as requested by the JSMA Committee.

### **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;
- Coordinate the socialisation of the Province-wide policies;
- Professional advice and input toward Province leadership via the Ministries Commission;
- Assist in the recruitment of new staff members for JSMA.

**Oversee ad hoc Projects**

- Provide support and guidance to Project Officers in relation to ad hoc project work being undertaken;
- Assist Project Officers in meeting their key deliverables; see project details: <https://jesuit.org.au/initiatives>.

**Safeguarding Children and Young People**

The Australian Province of the Society of Jesus takes child protection seriously; you are required to meet the behaviour standards outlined in our [Code of Conduct](#). All employees receive a copy of the Code of Conduct as part of their induction.

Therefore, as a part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people;
- Promote the safety and wellbeing of children and young people to whom we provide services;
- Ensure that your interactions with children and young people are positive and safe;
- Provide adequate care and supervision of children and young people in your charge;
- Act as a positive role model for children and young people;
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management;
- Maintain a valid Working with Children Check; and
- Undergo periodic ‘national criminal history record’ checks and report any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

**Selection Criteria**

Mandatory Requirements	
<ul style="list-style-type: none"> <li>• A current Working with Children Check</li> <li>• A current National Criminal Record Check</li> <li>• Demonstrated ability to manage time and be a self-starter</li> </ul>	
Qualifications	
<ul style="list-style-type: none"> <li>• A tertiary qualification (desirable in the field of Social Services and/or Management)</li> </ul>	
Professional Experience	
<ul style="list-style-type: none"> <li>• Successful experience at senior management level</li> </ul>	<input type="checkbox"/> desirable or <input checked="" type="checkbox"/> mandatory
Key Knowledge Areas	
<ul style="list-style-type: none"> <li>• Strong understanding of Catholic faith;</li> </ul>	<input checked="" type="checkbox"/> desirable or <input type="checkbox"/> mandatory

<ul style="list-style-type: none"> <li>• Understanding of and willingness to grow in Ignatian spirituality and pedagogy;</li> <li>• Commitment to understanding the Jesuit order and the Australian Province of the Society of Jesus;</li> <li>• Possess demonstrable experience within the social services sector;</li> <li>• Possess an understanding in governance, risk, compliance and strategic planning;</li> <li>• Possess an understanding of the legislative, regulatory and policy framework affecting governance, risk and compliance management within the social services sector;</li> <li>• Proven skills in facilitating and/or managing and compliance management; significant change initiatives in respect of governance and risk; and</li> <li>• Possess prior experience in the implementation of induction and formation.</li> </ul>	
<b>Key Person Skills/Abilities</b>	
<ul style="list-style-type: none"> <li>• Positively influences others at all levels of an organisation;</li> <li>• Ability to exercise leadership and plan strategically;</li> <li>• Builds effective networks and creates consensus around the best way to deliver organisational objectives;</li> <li>• Proven ability in resource management;</li> <li>• Capacity to facilitate the functioning of a virtual office;</li> <li>• Drives actions, enables outcomes, and facilitates behaviours that are aligned with the organisation’s strategic objectives and priorities;</li> <li>• Has outstanding people management skills with the ability to motivate and inspire team members to achieve their personal best;</li> <li>• Excellent oral, written and interpersonal communication and listening skills;</li> <li>• Possesses a demonstrable ability to execute day-to-day tasks and work independently; and</li> <li>• Possesses the ability to prioritise and follow through effectively.</li> </ul>	<input checked="" type="checkbox"/> desirable or <input type="checkbox"/> mandatory