



Jesuit Social Ministries Australia

Jesuit Mission, Jesuit Refugee Service, Jesuit Social Services
Bookends, Care for our Common Home, JCAP

Job Vacancy

Role: Executive Officer and Provincial Assistant, Jesuit Social Ministries Australia (JSMA)
Location: Power Street, Hawthorn
Part time: Three Days per week in the first three months moving towards two days per week (on average).

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 support of the Social Ministries.

The Executive Officer and Provincial Assistant roles provide both administrative support and advice to SOJA and the Provincial as well as guiding, overseeing and encouraging positive relationships between each social ministry, the Province's various committees and the Provincial.

The Executive Officer Role

We are seeking an experienced leader to work closely with the JSMA Chair and Committee. The main responsibilities are to assist the good governance of the individual social ministries and to continue to support the following:

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

The key tasks of the Executive Officer, acting for the JSMA Committee, guided by the Committee through its Chair will include the following:

Executive Officer Operations

- Encourage positive, ongoing relationships between social ministries and the province.
- Provision of Annual Report templates to all Ministries, the monitoring of timely completion and assistance where required
- Liaison with Ministry Boards in relation to the AGMs to ensure all necessary preparations are in place for the JSMA Chair to participate in the meeting.
- Preparation of Agendas and Minutes for JSMA Committee meetings ensuring all aspects of the Committee's responsibilities are fulfilled through the Meeting schedule of each calendar year.
- Preparation of an annual schedule for JSMA Meetings and their Agendas ensuring all ACNC requirements are met and including meetings between the JSMA Committee Chair and the Board Chairs.

Jesuit Social Ministries Australia a committee of the Society of Jesus of Australia Ltd.

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Provincial Assistant Operations:

- Assist the Provincial in decision making relating to Social Ministries of the Province, following consultation with the JSMA Committee.
- Report regularly to SOJA on key issues and projects of the social ministries.
- Update the Provincial on matters relating to professional standards, human resources, complaints, risks etc that may arise from the Social Ministries;
- On behalf of the Provincial, communicate the Province's Apostolic Plan and the Universal Apostolic Preferences to Social Ministries.
- Coordinate the socialisation of the Province-wide policies.
- Assist in the recruitment of new committee members for JSMA.

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 Jesuit Conference of the Asia Pacific (JCAP) meetings.

Ideal Candidate

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

- Be flexible in terms of working hours and be prepared for some travel.
- Prior experience in a senior leadership role.
- Possess experience within the social services sector.
- Possess an understanding in governance, risk, compliance and strategic planning.
- Possess an understanding of the regulatory and policy framework within the social services sector including the ability to exercise leadership and plan strategically.
- Builds effective networks and creates consensus around the best way to deliver organisational objectives.
- Possess an understanding of Catholic social teaching.
- An openness to grow in Ignatian spirituality and pedagogy.

Remuneration

The Society of Jesus in Australia is committed to a fair and inclusive workplace. Remuneration for this position will be negotiated appropriately in accordance with the successful applicant's qualifications and experience.

For all enquiries regarding the EO position, call David White 0425 725 259 during business hours. If you are interested in applying for this role, please e-mail a cover letter and your resume to Janette Elliott, Executive Assistant JSMA at janette.elliott@sjasl.org.au All applications will be treated as confidential. For a full role description please follow this link –

<https://jesuit.org.au/about/employment/>

Applications close – Friday 12 July 2024

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