



AUSTRALIAN JESUITS - ROLE DESCRIPTION

Executive Officer and Provincial Assistant 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 both strategic governance and strategic oversight 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			
Organisation:	The Society of Jesus in Australia	Division:	Jesuit Social Ministries Australia
Award/Agreement and classification:	Award Free Negotiable – P/T 0.2/0.3 FTE or on a Consulting basis		
Reporting structure:	Reports to	<ul style="list-style-type: none"> • The Provincial of the Society of Jesus in Australia • Chair, Jesuit Social Ministries Australia Committee 	
	Direct Reports	<ul style="list-style-type: none"> • Executive Assistant for Jesuit Social Ministries Australia • Project Officer, Care for Our Common Home • Project Officer, Bookends Project 	

Position Objective

The primary objective of the Executive Officer role is to support the Chair and Committee of Jesuit Social Ministries Australia (JSMA), particularly in relation to the Committee's Charter (attached) and its responsibilities for assisting the good governance of the individual social ministries.

The primary objective of the Provincial Assistant role is to advise the Provincial through the Ministries Commission and support the JSMA Committee in ensuring the Social Ministries are consistent with Jesuit policies and procedures.

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 the Provincial Assistant regarding the Social Ministries, 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.

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 the Board of The Society of Jesus in Australia 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 Asia Pacific (JCAP) meetings.

Budget and Strategy:

- Liaison with the Social Ministries and Province Finance and Building Committee for the preparation of Ministry Budgets and the annual JSMA Budget
- Where appropriate provide input into the development of Ministry Strategic Plans

Formation:

- Support for Formation arrangements where required; liaison with Formation providers as required

Succession:

- Make recommendations to the JSMA Committee for the appointment or reappointment of the:
 - Board Chairs and Directors of each social ministry,
 - Chief Executive Officer and/or acting CEO of each social ministry,
- Recommend to SOJA amendments, renewals, changes to Constitutions, Names, Charity status

Other:

- Undertaking of tasks and conducting special projects as directed by the JSMA Committee.
- Coordinating Care for Our Common Home and Bookends Projects and managing project officers in these areas.
- Promote information to the ministries with regard to Province Project Funding and Assistancy connections.
- Other duties as required by the Provincial.

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"> • A current Working with Children Check • A current National Criminal Record Check • Driver’s License essential • Preparedness for some travel (interstate) • Demonstrated ability to manage time and be a self-starter 	
Qualifications	
<ul style="list-style-type: none"> • A tertiary qualification (desirable in the field of Social Services and/or Management) 	
Professional Experience	
<ul style="list-style-type: none"> • Successful experience at senior management level 	<input type="checkbox"/> desirable or <input checked="" type="checkbox"/> mandatory
Key Knowledge Areas	
<ul style="list-style-type: none"> • Possess an understanding of Catholic social teaching; • An openness to grow in Ignatian spirituality and pedagogy; • Possess experience within the social services sector. 	<input checked="" type="checkbox"/> desirable or <input type="checkbox"/> mandatory
Key Person Skills/Abilities	
<ul style="list-style-type: none"> • Positively influences others at all levels of an organisation; • Ability to exercise leadership and plan strategically; • Builds effective networks and creates consensus around the best way to deliver organisational objectives; • Capacity to facilitate the functioning of a virtual office; • Excellent oral, written and interpersonal communication and listening skills; • A demonstrable ability to execute day-to-day tasks and work independently; and • The ability to prioritise and follow through effectively. 	<input checked="" type="checkbox"/> desirable or <input type="checkbox"/> mandatory

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.