



THE CARDONER NETWORK

POSITION / ROLE DESCRIPTION

Position Title: Chief Executive Officer (Head of Ministry)

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. The Jesuit presence in Australia began in 1848 and the Australian Province of the Society of Jesus now comprises more than 100 Jesuits and over 30 ministries, led in companionship with lay women and men who share the Ignatian vision of the service of faith and the promotion of justice.

Begun in 2010, The Cardoner Project was a response to the desire of young adults for Catholic faith formation, engagement in service to those in need and the building of community in the Ignatian tradition. In 2022 the ministry was renamed The Cardoner Network and missioned as the sole specialist young adult ministry of the Australian Jesuits. The Cardoner Network has several core programs, outlined below, along with delegated responsibility for coordinating and collaborating on the engagement in young adult ministry of Jesuits and Jesuit ministries in Australia. Its centre is in Chippendale, Sydney, in the middle of the University precinct.

The current operations of The Cardoner Network comprise: an intentional residential community for university students, *Bellarmino House*; a program of service placements, including immersions, overseas through *Two Wolves: Abroad*, and locally through *Two Wolves: Community Volunteers*, a program of faith and leadership formation for young adults including retreats, and a school program led by those young adults, *Two Wolves: Formation*. Jesuit House in Chippendale, Sydney provides a space for young people to gather in connection with these programs and in furtherance of The Cardoner Network's vision and mission.

The various programs within The Cardoner Network, when taken together, constitute an integrated and unique model of young adult engagement. There is a deep underlying connection between programs that foster faith, facilitate service and build community.

The Cardoner Network has been recently missioned to consider ways to offer programs similar to those offered in Sydney in other parts of Australia, particularly in Melbourne and Adelaide.

The Cardoner Network is led by a Board of Directors who delegate responsibility to the Chief Executive Office and Jesuit Rector. The Chief Executive Officer has responsibility for strategic, administrative, program and operational leadership and shares responsibility for leadership with the Rector who is particularly accountable for the coordination and delivery of faith formation within the ministry's programs. Both the Chief Executive Officer and Rector share responsibility for facilitating coordination and collaboration on the engagement in young adult ministry of Jesuits and Jesuit ministries.

Vision

To develop transformative leaders of the Church and society to influence and shape a more just and Christ-like world.

Mission

To nurture and accompany young adults in expressing a Christ-centred desire to love and serve those in need domestically and overseas, sustained by communities that help build a hope-filled future. Central to this mission is formation of young people that reflects the traditions of the Catholic Church within the Jesuit and Ignatian tradition; witnessing and expressing justice by way of service to those marginalised, oppressed and dispossessed; and building community that sustains that commitment to service and the faith that gives rise to it.

Values

- Hospitable
- Christ-centred
- Committed to the Church
- Collaborative
- Passionate
- Encouraging
- Seeking solidarity

The Society of Jesus - Universal Apostolic Preferences

- To show the way to God through the Spiritual Exercises and discernment
- To walk with the poor, the outcasts of the world, those whose dignity has been violated in a mission of reconciliation
- To collaborate in the care of our common home
- To accompany young people in the creation of a hope-filled future

POSITION RESPONSIBILITIES WITHIN THE AUSTRALIAN JESUIT PROVINCE

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 overall work of the Australian Province of the Jesuits.
- Encourages a climate of innovation and entrepreneurial spirit across all programs, and to influence the broader Province culture.
- Works closely with the relevant people in all of the Jesuit ministries to help build a living Catholic practice and faith within the traditions of Ignatian spirituality.
- Initiates and maintains contacts with a broad range of people and community organisations to ensure that the work of The Cardoner Network can be 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

- 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 Cardoner Network.
- Works in a manner that considers duty of care for self and others and be safety conscious at all times.
- Reports inappropriate behaviours which endanger self or others including bullying and other harassing behaviors / incidents.
- Reports to work physically and psychologically fit for duty.
- Ensures all work areas are maintained in a safe condition and reports if they are not.
- Completes site induction (where necessary).

Ignatian Spirituality and Catholic Faith

- Supports and nurture the Province's Catholic faith and Ignatian charism.
- Participates in and completes Ignatian Induction and Ignatian Formation programs.

PART 1: POSITION SPECIFICATION

Position Structure			
Organisation:	The Cardoner Network	Title:	Chief Executive Officer (Head of Ministry)
Location:	Sydney		
Award/Agreement and classification:	Award Free		
Reporting structure:	Reports to	Board of Directors	
	Direct Reports	Finance Manager Two Wolves: Abroad Manager Marketing Coordinator (part-time intern) Two Wolves: Community Volunteers Coordinator (part-time intern)	
Position Objective			
<p>The Chief Executive Officer (CEO) is primarily responsible for efficient and effective management of the ministry including the administration, governance, programs, and the strategic operation of the organisation. Other key duties include fundraising, marketing, stakeholder management and community outreach. The position reports directly to the Board of Directors.</p>			

Position Specific Responsibilities

KEY TASKS

Board Governance

- Works with Board in order to fulfill the organisational mission.
- Responsible for leading employees in a manner that supports and guides the organisation's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Financial Performance and Viability

- Responsible for fundraising and developing other resources necessary to support the organisation's mission.
- Develops resources sufficient to ensure the financial health of the organisation.
- Responsible for the fiscal integrity of the organisation to include submission to the Board of a proposed annual budget and regular financial statements, which accurately reflect the financial condition of the organisation.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilisation, and return of the organisation to a positive financial position. Develop and implement a coordinated philanthropy program across the organisation in line with the strategic goal of diversifying funding streams.
- Fosters relationships with new and existing philanthropic bodies.
- Strengthens stakeholder relationships via communication and event-based projects.
- Develops and implements a Bequest plan to grow the number of confirmed Bequestors to the organisation and foster relationships with those 'intending' to leave a gift in their Will.

Organisation Mission and Strategy

- Works with Board, the Rector and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
- Responsible for implementation of the organisation's programs that carry out the organisation's mission.
- Responsible for strategic planning to ensure that the organisation can successfully fulfill its mission into the future, including in Sydney, Melbourne and Adelaide.
- Responsible for the enhancement of the organisation's image by being active and visible in the community and by working closely with other professional, civic and private organisations.

Organisation Operations

- Oversees and implements appropriate resources to ensure that the operations of the organisation are appropriate.
- Responsible for the effective administration of the organisational operations, including engaging in the day-to-day operations of the organisation to ensure program delivery as required.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organisation.

Key Performance Indicators

- All activities of TCN have been evaluated for alignment with TCNs mission and priorities, quality, viability, and sustainability.
- TCN programs have been strengthened through engagement and, where appropriate, developing partnerships with other Province ministries as well as wider networks.
- Strong relationships are established between all key stakeholders including but not limited to: other Jesuit ministries across Asia-Pacific and Australian Province, including schools, funders, etc.
- Comprehensive plan is in place for appropriately differentiated communication of the 'creation' and ongoing activities of TCN, including information about: governance structure, Board makeup, program scope, resourcing and key partnerships with current young adult communities and Jesuit schools.
- Established and maintained reporting to Board on the implementation of the strategic plan including mission and significant financial, property and risk issues.
- All TCN organisational roles clarified, understood, and documented with reporting to the Board on formal annual reviews of staff reporting to the CEO.
- Implementation of systems to identify and apply for funding to meet diverse needs.
- Increased philanthropic income, including through Bequests.
- Sustainable plan in place for the use and commercialisation of available property assets, and ongoing management of this plan.
- Business cases created, and where possible enacted for possible programs in Melbourne and Adelaide.
- A strong Jesuit presence is maintained across the works of TCN.
- All legislative requirements are being met including in relation to staff and volunteer on-boarding and induction, child safety, and other matters as required by Jesuit Province.

PART 2: SELECTION CRITERIA

About You	
<p>Possessing superior qualifications, you are a successful leader, with a proven capacity to lead and motivate teams. Your combination of commercial acumen, with an alignment to a faith-based culture and a willingness to engage directly in the delivery of our various programs will ensure ongoing sustainability of this unique mission to young adults.</p> <p>You will be able to tell the story of The Cardoner Network, with its Catholic and Jesuit context, and engage young people and other stakeholders through clear and engaging communications. You will be willing and able to work energetically across all the programs of the organisation and engage with new and existing stakeholders to generate independent income to support the strategic direction of the organisation.</p> <p>You will have a passion for encouraging and mentoring young people combined with experience in innovative and entrepreneurial endeavours. You will actively seek innovation and creative solutions to complex, multi-stakeholder settings.</p>	
Mandatory Requirements	
<ul style="list-style-type: none">• A current Working with Children Check• A current National Criminal Record Check	
Qualifications	
<ul style="list-style-type: none">• A bachelor's degree in a relevant discipline	
Professional Experience	
<ul style="list-style-type: none">• Five or more years senior management experience• Prior experience in a commercial, social enterprise, or not-for-profit environment	<input type="checkbox"/> desirable or <input checked="" type="checkbox"/> mandatory

Key Selection Criteria

- Excellent financial and demonstrated commercial acumen
- Solid understanding of what constitutes good budget management
- Strong organisational abilities including planning, delegating, program development and task facilitation
- Strong entrepreneurial capacity and a passion for creative thinking
- Experience in delivering successful business development strategies
- Possess effective strategic planning capabilities
- Possess change management capabilities
- Understanding and openness to understanding the Jesuit way of proceeding and Ignatian spirituality
- Demonstrated capacity to implement systems and procedures for the identification of funding opportunities
- An understanding of the not for profit sector and unique funding challenges and opportunities
- Demonstrated skills and experience forming and building stakeholder relationships
- Demonstrated transparent and high integrity leadership
- Ability to convey a vision of the organisation's strategic future to stakeholders
- Ability to relate to, and inspire, young people
- Skills to collaborate with and motivate stakeholders
- Pragmatic decision maker
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability

desirable or mandatory