

## JOB DESCRIPTION FOR THE COORDINATOR OF THE MERCY HERITAGE CENTRE VICTORIA SQUARE

### Overview

The purpose of the Mercy Heritage Centre Victoria Square (MHCVS) is to create an inclusive sacred space for people to grow in and to carry forward the spiritual and corporal works of mercy.

Over time the MHCVS is expected to become a world class place of integrated formative and development programs and initiatives that deepen and expand Mercy-centred thinking and action.

This will take place through enabling all stakeholders to experience and grow in Mercy thinking and through community-inclusive and community enriching partnerships, be energetic about Mercy action.

In the tradition of Catherine McAuley, these programs and initiatives will focus on ways to radically live the Gospel and will be dedicated to empowering those who come to the Centre, to live their lives with authenticity and compassion.

It is envisaged that the overall aim of the MHCVS, its programs and initiatives will be delivered via four major pillars:

Pillar 1: *Heritage* - Developing inspiring and motivating commentaries and displays of historical and contemporary mercy people traditions and narratives.

Pillar 2: *Spirituality* - Uplifting and engaging opportunities for individuals and groups to reconnect with what is ultimate in their lives and with their spirituality.

Pillar 3: *Outreach* - Furthering and strengthening partnerships for mercy-centred thinking and action while keeping in mind the developing needs of the Victoria Square precinct.

Pillar 4: *Formation/development* - Continuing and expanding programs for mercy thinking and action by deepening our concept that we are all on 'God's Mission' and that we take the time to discern, reflect and act.

## **THE ROLE OF THE COORDINATOR OF THE MERCY HERITAGE CENTRE VICTORIA SQUARE**

Reporting to the Congregation Leadership Team, the role of the Coordinator of the Mercy Heritage Centre Victoria Square is to

- Ensure that the MHCVS becomes and remains a vibrant and relevant witness to the legacy of Catherine McAuley and an active centre for formation and development of Mercy thinking and action
- Facilitate the development, delivery and availability of MHCVS initiatives and programs that are innovative, passionate and articulate about Mercy heritage, Mercy spirituality and Mercy outreach
- Understand the Mercy global world and the Catherine McAuley legacy within the Catholic tradition
- Provide programs that are articulate about heritage, spirituality, outreach and formation
- Develop good relationships that enable us to be available to and energetic about partnerships with the Mercy wider community
- Be alert to emerging trends and new initiatives for Mercy action
- In this role the Coordinator will be supported by an Advisory group.

### **RESPONSIBILITIES AND DUTIES OF THE COORDINATOR OF THE MERCY HERITAGE CENTRE VICTORIA SQUARE**

The Coordinator of MHCVS is primarily responsible for and has the key duties of

- Leading the community of the MHCVS to be a best practice example of integrated Mercy thinking and action and up-to-date, theologically sound social justice perspectives
- Promoting Mercy heritage in inclusive, contemporary, inspiring and motivating ways
- Partnering in Mercy-based local, national and international outreach activities
- Administering the goals and business of the MHCVS so that it fulfils its primary purpose and is compliant with community standards
- Supervising the financial and business management of the Centre
- Supporting project leaders to achieve their aims
- Keeping in close contact with those responsible for other emerging developments in the Victoria Square Precinct
- Ensuring that an atmosphere of honesty, respect and trust is the accepted way of behaving in relationships at the Centre
- Overseeing Occupational Health and Safety at the Centre.

## **QUALITIES DESIRED OF THE COORDINATOR OF THE MERCY HERITAGE CENTRE VICTORIA SQUARE**

It is expected that the Coordinator of MHCVS will

- Understand and be steeped in the tradition of Catherine McAuley and the aspirations of Mercy global communities within the Catholic tradition
- Understand and appreciate rituals and liturgy within the Catholic Tradition
- Have the ability to manage resources well
- Have a broad knowledge of justice issues
- Exhibit good interpersonal skills
- Ensure confidentiality
- Be an innovative, flexible and independent thinker
- Have good communication and administration skills
- Be able to work on one's own initiative and lead a cohesive team
- Supervise the establishment of various taskforces as needed

## **QUALIFICATIONS OF THE COORDINATOR OF THE MERCY HERITAGE CENTRE VICTORIA SQUARE**

The person appointed to the role of Coordinator of the MHCVS will need to demonstrate

- Relevant qualifications and tertiary credentials are desirable.
- Experience of establishing and administering a similar type of enterprise
- Skills in developing goals, objectives and strategies for the development of the Centre

## **GROUPS REPORTING TO OR SUPERVISED BY THE COORDINATOR**

**The following individuals and groups are accountable to the Coordinator of the  
Mercy Heritage Centre Victoria Square**

- MHCVS Administrative Staff
- Auxiliary Staff
- The Finance Committee
- The Heritage Taskforce
- The Spirituality Taskforce
- The Formation/development
- The Outreach/ministry/justice Taskforce
- The Volunteers

## **REPORTING REQUIRED BY THE COORDINATOR**

The Coordinator is ultimately responsible to and directed by the Congregation Leadership Team.