

FLAME Coordinator

The Institute of the Sisters of Mercy of Australia and Papua New Guinea (ISMAPNG) is a Religious Institute of Catholic women who advance the reign of God by engaging in the spiritual and corporal works of mercy. As women of mercy inspired by the gospel and their founder, Catherine McAuley, their mission is to live hospitality, compassion and justice. Their ministries include health, aged care, education, social welfare, advocacy and environmental sustainability.

We are seeking a suitably qualified person to coordinate Faith, Life and Ministry Education (FLAME) for sisters, staff and all who are engaged in the Institute's mission. FLAME will comprise a framework, populated by a diverse range of programs, resources and opportunities which encourage and enable ongoing reflection on the scriptures, the life of Catherine McAuley, the founding stories of the Sisters of Mercy and the bigger story of God's mercy and presence in our world.

The successful applicant will be responsible for coordinating this framework, and the development of key offerings, in such a way that they enliven ISMAPNG's capacity for mission and fire the hearts of participants.

The successful applicant will need to have experience in adult education or mission formation, with a deep commitment to and understanding of the Catholic Faith.

Key Tasks

- Working collaboratively with the Executive Leader Mission Integration and others in the Mission Integration Unit to develop and implement a strategic plan for FLAME
- Source, coordinate and supervise FLAME personnel from within ISMAPNG and beyond to develop and deliver programs, resources, processes and experiences
- Establish strategies to ensure the effectiveness and relevance of FLAME's initiatives and their delivery
- Develop relationships and build stakeholder engagement to promote FLAME

Key Requirements

To be considered for this opportunity, you will need to demonstrate:

- An ongoing commitment to personal faith formation
- Tertiary qualifications (or equivalent experience) in education, theology or related field
- Previous experience in adult education or mission integration
- An ability to establish and effectively coordinate a comprehensive suite of education and formation programs and resources
- Excellent written and verbal communication skills
- Proven capacity to build positive, trusting networks of individuals and groups
- Sound computer, organisational, administrative and conflict resolution skills
- An ability to think and act strategically, make timely and accurate decisions and generate possible solutions in a complex setting

Reporting to the Executive Leader Mission Integration and located at the McAuley Centre - Lewisham, this position may require regular travel within Australia and Papua New Guinea to fulfil the requirements of the role.

This role is full time on an initial 3 year contract. A Working with Children Check and Police Check will be required before any offer is provided.

All enquiries to be directed to Ellen Geraghty on 02 9564 2089

Expressions of interest to be addressed to Natalie Anderson at humanresources@ismapng.org.au

Applications close: Sunday 14 April 2019
