



## POSITION DESCRIPTION

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| <b>Position title:</b> | Faith, Life and Ministry Education (FLAME) Coordinator |
| <b>Reporting to:</b>   | Executive Leader Mission Integration                   |
| <b>Location:</b>       | McAuley Centre, Lewisham                               |
| <b>Parameters:</b>     | Full time <sup>1</sup><br>Initial 3 year contract      |
| <b>Date prepared:</b>  | March 2019   |
| <b>Approved by:</b>    | Executive Leader Mission Integration                   |

### Context

The Institute of the Sisters of Mercy of Australia and Papua New Guinea (“ISMAPNG”) is a Religious Institute of Catholic women who endeavour to 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 foundress, Catherine McAuley, their mission is to live hospitality, compassion and justice. Their ministries include health, aged care, education, social welfare, advocacy and environmental sustainability.

Much of the administration of ISMAPNG depends on a dedicated team of women and men who work closely with the Institute Leadership Team in supporting the mission by providing relevant advice, efficient services and practical solutions.

There is an expectation that all those who engage with us in ministry will embrace the Institute’s values and ethos in their respective roles. The workplace values listed below help define the behaviours that characterise an ISMAPNG workplace.

- Hospitality
- Integrity
- Respect

### Department Overview

ISMAPNG, through the Faith, Life and Ministry Education (FLAME) Coordinator, aims to provide a framework for sisters, staff, and all who are engaged in the Institute’s mission through ministries and in ongoing reflection on the scriptures, the life of Catherine McAuley, founding stories and the God of mercy.

Within this framework, processes and programs of reflection need to be developed to respond to the faith development needs of the individuals participating, the nature of the ministry they are involved in, their roles and responsibilities, and the social and cultural factors impacting the ministry.

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<sup>1</sup> While ideally this role will be full time, at least in the initial stages, there is openness to the negotiation of a job share and/or transition to part time as FLAME becomes more established.



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### Primary Purpose of the Position

The primary purpose of this position is the coordination of FLAME, a process for adult education and faith and ministry formation in 'mercy'. This will involve developing programs, resources and providing opportunities which enliven ISMAPNG's capacity for mission.

### Key relationships

| <u>Internal</u>   | <u>External</u>  |
|---|--|
| <ul style="list-style-type: none"> <li>• Executive Leader Mission Integration</li> <li>• Members of Mission Integration Unit</li> <li>• Institute Leadership Team (ILT)</li> <li>• Community Leaders and sisters</li> <li>• Program developers and facilitators*</li> <li>• Coordinators of Mercy Associates and Young Mercy Links</li> </ul> | <ul style="list-style-type: none"> <li>• Program developers and facilitators*</li> <li>• Volunteers</li> <li>• ISMAPNG Ministries</li> <li>• Mercy Mission Formation Network</li> <li>• Other Mercy Congregations within Australia (North Sydney, Parramatta and Brisbane)</li> <li>• Mercy International Association (MIA)</li> </ul> |

\* Those who prepare and deliver FLAME programs, resources and opportunities may be located anywhere in ISMAPNG or its ministries, or may be recruited from elsewhere. When working specifically on initiatives requested by the FLAME Coordinator, they will be accountable to the FLAME Coordinator for this work.

### Key accountabilities and responsibilities

1. Work collaboratively with the Executive Leader Mission Integration and others in the Mission Integration Unit to develop and implement a strategic plan for FLAME
  - a. Visioning and planning for mission with the Mission Integration Unit
  - b. Developing and overseeing the implementation of an annual work program which brings the agreed strategy to life
  - c. Establishing, fostering and developing cohesive processes that add measurable value to ISMAPNG
2. Source, coordinate and supervise FLAME personnel
  - a. Identify, appoint and supervise sisters and staff, such as facilitators, resource developers and other suitably skilled personnel, from within ISMAPNG and beyond who are willing and able to develop and deliver high-quality programs, resources and experiences which respond to identified gaps and needs and fire the hearts of participants



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- b. Establish professional development pathways for existing and possible future FLAME personnel
  - c. Develop organisational systems to support FLAME personnel in their respective areas of competence and enhance integration within FLAME and with MIU and ISMAPNG
3. Establish strategies to ensure the effectiveness and relevance of FLAME's initiatives, and their delivery at consistently high standards
- a. Constructively critique existing programs, resources and opportunities
  - b. Conduct ongoing discernment, review and planning with members of the MIU and other relevant groups for new and emerging needs and responses
4. Build stakeholder engagement to promote initiatives
- a. Establish and maintain relationships with the Executive Leader Mission Integration, other members of MIU, staff of ISMAPNG, and the Chairs ISMAPNG's ministries
  - b. Promote FLAME (Faith, Life and Ministry Education) as foundational and ongoing for sisters, staff, incorporated ministries, board members, volunteers and associates
  - c. Communicate regularly with sisters, and where relevant, staff about the work of MIU
  - d. In partnership with the Ministry Animation Coordinator, build and maintain relationships with MIA and Mercy Global Action
  - e. Participate in meetings as necessary with ISMAPNG's Leadership
5. Oversee FLAME budget and develop FLAME's financial sustainability
- a. Ensure accountability to the Executive Leader Mission Integration for stewardship of the FLAME budget
  - b. Monitor the use of Institute resources given for FLAME initiatives within and beyond ISMAPNG for purposes of transparency and accountability
6. Values
- a. Demonstrate values and behaviours that support ISMAPNG
  - b. Support FLAME-related activities by participating as needed or appropriate
7. Workplace Health and Safety
- a. All WHS accountabilities and responsibilities relevant to the position as defined in WHS/P – 004 Structure and Responsibilities in the WHS Management System



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### **Key challenges in achieving goals**

- Size and complexity of ISMAPNG
- Evolving nature of the organisation
- Diverse cultures making up ISMAPNG
- Geographical spread of ISMAPNG, which may require frequent travel

### **Qualifications, Experience & Competencies**

- A commitment to uphold and support Gospel values and Mercy ethos
- Tertiary qualification (or equivalent experience) in education, theology or a related field
- Previous experience in adult education or mission integration
- Ability to establish and effectively coordinate a comprehensive suite of high-quality education and formation programs and resources
- Demonstrated ability to work strategically and within a designated budget
- Well-developed understanding of the elements of faith, life and ministry education (the applicant may find ISMAPNG's FLAME framework of assistance)
- An understanding of the history of the Sisters of Mercy and how ISMAPNG relates to the broader Catholic community
- Strong organization and administration skills
- Excellent written and verbal communication skills
- Effective conflict resolution skills
- Sound computer skills, including confidence when using new programs
- Proven capacity for building positive, trusting networks of individuals and groups
- Able to work both independently and collaboratively
- Able to create and contribute to an environment of mutually affirming, respectful relationships

### **Other matters**

- As a new role in an evolving organisation, this position description will initially be subject to quarterly reviews.
- The successful applicant will be required to complete a six month probation and thereafter annual appraisals.
- This position description is not all inclusive - all employees are from time to time expected to undertake other tasks and take on other responsibilities (within their capabilities) reasonably required to meet the needs of the position and ISMAPNG.



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- All employees and contractors are required to comply with the policies and procedures adopted by ISMAPNG.
- This position description is subject to any Letter of Offer relating to the position.