



## POSITION DESCRIPTION

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<b>Position Title:</b>	<i>Network Facilitator, Queensland</i>
<b>Reports To:</b>	<i>Mercy Associates Executive Officer</i>
<b>Location:</b>	<i>Queensland (Gladstone, Rockhampton, Mackay, Townsville, Cairns all options)</i>
<b>Parameters:</b>	<i>Casual, up to 30 hours per month. Incumbents provide their own vehicle, telephone/mobile, computer and internet connection and are reimbursed for vehicle travel.</i>
<b>Date Prepared:</b>	<i>1 June 2020</i>
<b>Approved By:</b>	<i>Director of Mission Integration/Human Resources Manager</i>

### **Context**

The Institute of Sisters of Mercy of Australia and Papua New Guinea (the Institute) is a religious congregation of Catholic women who endeavour to advance the Reign of God by engaging in the spiritual and corporal works of mercy.

In all aspects of their lives, Sisters of Mercy are motivated by the Gospel of Jesus Christ and inspired by the founding vision of Venerable Catherine McAuley who, with two companions, began the Order of Mercy in Dublin in 1831.

Sisters of the Institute are governed by an elected Leader and Council (the Leadership) and serve individually in a variety of ministries. The Institute itself is responsible for a large number of incorporated works in the areas of health and aged care, education, social welfare and digital communication.

For the most part, the incorporated works are governed and staffed by lay women and men. Their commitment and professionalism continue to enliven the tradition of Gospel service inherited from Catherine McAuley.

Concerning its day to day administration, the Institute is served by a dedicated team of people who deliver a broad range of professional and administrative services from a number of locations throughout Australia and Papua New Guinea. These employees work closely with their colleagues, the Executive Director ISMAPNG, the Leadership and the Institute's communities.



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There is an expectation that all employees will consistently respect and uphold the workplace values of the Institute which are:

- Integrity
- Hospitality
- Unity of purpose
- Diligence
- Respect for all

### **Mercy Associates**

Mercy Associates is a programme operated by ISMAPNG for lay people who cherish the virtue and practice of mercy in their lives and seek a faith community to nurture their commitment to mercy. They meet for prayer, formation, reflection, and to engage in service initiatives based on mercy and justice within and beyond their local community. Mercy Associates groups are found in a variety of places including parishes, workplaces and larger networks. There are currently over a dozen Mercy Associates groups around Australia, and it is intended to offer this programme to others and found new groups, mostly but not exclusively in Mercy ministry workplaces.

### **Primary Purpose of the Position**

Under the direction of the Executive Leader, Mission Integration, a team of Network Facilitators is responsible for managing all aspects of the Mercy Associates programme. The team liaises with the Mercy Associates Leadership Group (MALG). The team is managed by the Mercy Associates Executive Officer who has additional responsibilities.

The Network Facilitators and Executive Officer have a support role to Mercy Associates groups, which are responsible for the conduct and sustainability of their own activities. The positions entail encouraging the development of capabilities of group members to enable them to manage their own group successfully.

They also are responsible for liaising with Mercy organisations with a view to identifying those where there is interest in establishing new Mercy Associates groups. This will entail visiting these organisations as well as working with online enquiries.

### **Reporting Relationships**

<u>Direct Reports to this Position</u>	<u>Indirect Reports to this Position</u>
<ul style="list-style-type: none"><li>• Nil</li></ul>	<ul style="list-style-type: none"><li>• Mercy Associates groups (Gladstone, Rockhampton, Mackay, Townsville, Cairns)</li><li>• Other groups that form in the future</li></ul>



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### Key Relationships

<u>Internal</u>	<u>External</u>
<ul style="list-style-type: none"><li>• Other Network Facilitators</li></ul>	<ul style="list-style-type: none"><li>• Mercy organisations where new Mercy Associates groups may form, including Mercy ministries and online groups</li></ul>

### Key Decision Making

<u>Decisions Expected</u> <ul style="list-style-type: none"><li>• Frequency of liaison with each local group</li><li>• Most effective strategies for supporting groups</li><li>• Identification of Mercy organisations where new groups might form</li></ul>
<u>Recommendations Expected</u> <ul style="list-style-type: none"><li>•</li></ul>

### Key Accountabilities and Responsibilities

#### Values & Formation

- Demonstrate values and behaviours that are in line with the values and ethos of ISMAPNG
- Actively participate in Mercy formation available within the Institute.

#### Safety of Children and Vulnerable People

ISMAPNG is committed to ensuring zero tolerance of abuse in all its forms by creating a culture of safety and respect for all, including prioritising the safety and best interest of all children and vulnerable adults with whom we have contact. All staff and those who work with us are expected to take all reasonable steps to ensure the protection of children and vulnerable adults and to comply with our safeguarding policies and procedures, including responding to and reporting all suspicions and allegations of abuse.

Staff who have access to children through their role must have a valid Working with Children Check. All other staff, prior to commencement, must have a valid National Police Check.

#### Workplace Health and Safety

- Identify and respond to any safety issues
- 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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### Mercy Associates Groups:

1. Promote the Mercy Associates movement within the region, including items in newsletters, speaking at staff meetings, Masses, to meetings of Sisters, etc.
2. Coordinate enquiries by identifying where the nearest group is located and providing contact details
3. Initially, attend one meeting of each group to establish relationship and discuss needs of group. Thereafter, meeting attendance will normally be annual but may be more if the group is new or experiencing difficulties.
4. Assist aspiring Mercy Associates to source a mentor, including where a new group is to be established and a Mercy Associate is needed to facilitate the formation process.
5. Support mentors who are facilitating the initial formation programme for aspiring Mercy Associates, including using the Formation Resource to guide candidates
6. Assist groups to identify guest speakers and presenters on topics of interest to them
7. Assist groups with locating resources suited to prayer, reflection, learning about social justice issues, etc.
8. Encourage groups to establish links with other groups, within and beyond the region
9. Ensure groups are familiar with the Vision and Framework for Mercy Associates, and support them in the transition to the new model
10. Ensure groups are familiar with the Administrative Handbook and adhere to the procedures it contains
11. Assist in developing leadership capabilities in groups, with the intention of improving their capacity for self-sustainability
12. Liaise with Mercy Associates groups to ascertain the service initiatives they are involved in from the perspective of exposure to risk for Associates or those they are working with

### ISMAPNG:

13. Have up to date knowledge of ISMAPNG and its ministries, especially with a view to maximising opportunities for links between the Mercy Associates programme and those ministries
14. Liaise with staff in ISMAPNG ministries to inform them of the programme and engage their interest in establishing Mercy Associates groups in their workplaces
15. Liaise regularly with the Executive Officer
16. Prepare an annual work programme based on local needs and the guidance of the Executive Officer, Network Facilitators in other states and MALG
17. Participate in an annual performance review and in professional development activities
18. Attend an annual face to face meeting of Network Facilitators and MALG



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### **Key Challenges in Achieving Goals**

- The nature of the work entails out of hours work at various times including weekends and evenings
- The position entails travel, including occasional overnight travel, outside office hours
- The incumbent must be able to carefully plan and manage time so that work commitments can be completed within the hours set for this position
- The incumbent must be competent and at ease in working alone, drawing on support and advice from others as needed
- The position is newly established in Queensland. Currently the Queensland groups are linked to the Executive Officer, based in WA. Appointment of an incumbent based in Queensland will enable the establishment of relationships with key local personnel, development of communications protocols, etc. more suited to having a local point of contact.

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

- A commitment to uphold and support gospel values and mercy ethos.

#### Essential:

- Understanding of the charism of Mercy
- Understanding of ISMAPNG Mission Integration statement of intent.
- Highly developed skills in communication, facilitation, negotiation, conflict resolution, interpersonal and relationship building
- Ability to publicly represent and promote the programme
- Ability to work within an approved budget
- Ability to take direction from and report to the Executive Officer
- Ability to work collaboratively with others yet also work independently
- Sound organisational skills
- Sound computer skills, including Word, Excel, Outlook, web browsers, meetings software such as Zoom, presentation software, etc.
- Current motor vehicle drivers licence.

#### Desirable:

- Tertiary qualification in a relevant field, e.g., education, theology, social work or community development

### **Other Matters**

- All employees and contractors are required to comply with the policies and procedures adopted by the Institute
- This Position Description is subject to the Standard Terms and Conditions of this contract and any Letter of Offer relating to the position
- This Position Description is not intended to be all inclusive. All employees are expected to undertake other tasks and take on other responsibilities reasonably required to meet the Position Objective.