



POSITION DESCRIPTION

Position Title:	Pathways of Mercy Project Officer
Reports To:	Institute Councillor – Theresia Tina rsm
Location:	Working Remotely
Parameters:	Casual – 6 months duration approximately 15 hours per week 0.4 EFT
Date Prepared:	March 2025
Approved By:	Institute Leadership Team

Organisational Context

The Institute of Sisters of Mercy of Australia and Papua New Guinea (“Institute”) is a religious congregation of Catholic women who endeavour to engage with the call of God’s Mercy by responding to the cry of the earth and of those rendered poor.

Sisters of the Institute are governed by an elected Leader and Council (the Leadership) and serve individually in a variety of ministries.

Concerning its day to day administration, the Institute is served by a dedicated team of people who, in collaboration with the Leadership and Institute’s communities, deliver a broad range of professional and administrative services from a number of locations throughout Australia and Papua New Guinea.

The Institute’s workplace values are:

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



POSITION DESCRIPTION

What is Pathways of Mercy?

The Institute Leadership Team, on behalf of the Institute, is seeking to explore pathways that nurture/support the mercy charism existence beyond the “now”. It is anticipated that this will enable the charism to expand and flourish into the future.

Pathways of Mercy would be an avenue to hand on a legacy of Mercy, develop and empower lay leadership and create opportunities for other pathways of Mercy to emerge.

Primary Purpose of the Position

The primary purpose of the position is to investigate the need for Pathways of Mercy that will enable the Mercy charism of Catherine McAuley to expand and flourish into the future.

The core focus of this position is to gather evidence to inform and support the need or otherwise of action needed to further the work of Pathways of Mercy.

Reporting Relationships

<u>Direct Reports to this Position</u>	<u>Indirect Reports to this Position</u>
<ul style="list-style-type: none">• NIL	<ul style="list-style-type: none">• NIL

Key Relationships

<u>Internal</u>	<u>External</u>
<ul style="list-style-type: none">• Pathways of Mercy Group• Mercy Associates/Mercy Friends• Young Mercy Links• Relevant Institute Staff and Sisters• Mercy Integral Ecology Fellowship• Catherine McAuley Services Limited• McAuley Ministries Limited• Mercy Works	<ul style="list-style-type: none">• Lay people connected with Mercy but not in any particular structure• PJPs – Mercy Partners, Mercy Care, Mercy Ministries Companion• Other religious congregations• Mercy Emerging Leaders Fellowship• Other



POSITION DESCRIPTION

Key Decision Making

Expected Outcomes

- Lay people want to be part of the Pathways of Mercy
- There is a need to support these multiple pathways
- Identify ways that the Pathways of Mercy can be supported and sustained
- Framework for potential Pathways
- Possible structure to support the framework
- Evidence to support the first stage of a Pilot Project

Key Accountabilities and Responsibilities

In collaboration with the Pathways of Mercy Group:

Part A: Prepare and present a comprehensive report investigating the need for pathways for those who have already been involved with Mercy mission and ministry and wish to remain connected to the mission and ministry in some way.

This will involve :

- Identifying the investigation methods to complete the task.
- Identifying target groups and individuals to participate in the investigation – ensuring there is a wide sample in terms of, for example, geographic location, variety of involvement in or association with mercy mission and ministry, and transitions in life.
- Providing updates to the Pathways of Mercy group who will meet regularly to oversee the Project and confirm direction as required.
- Providing the outcomes and recommendations from the investigation to the Pathways of Mercy group within four months timeline or earlier if achievable.

Part B: Pending approval of the Part A Report Recommendations , there may be a further requirement to develop a Pilot Project that seeks increased involvement with the mission and ministry of mercy.

If this is required, prepare and present a comprehensive report to include

- Designing a suitable structure for a pilot project to incorporate the recommendations of the investigation.
- Designing interim structures to enable pilot project to commence.
- Identify possible funding for the pilot project.
- Explore and document resources already available.
- Recommend, if practicable, additional resourcing required.
- Present the pilot project to the Pathways of Mercy group within a two month timeline.



POSITION DESCRIPTION

Values & Formation

- Demonstrate values and behaviours that are in line with the values and ethos of the Institute including an alignment with the mission of hearing the cry of Earth and the cry of those rendered poor, in the context of Integral Ecology and care for our common home
- Actively participate in Mercy formation available within the Institute.

Safety of Children and Vulnerable Adults

The Institute 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
- Attend the workplace and adhere to the Institute's COVID-19 safety guidelines
- Comply with all WHS accountabilities and responsibilities relevant to the position as defined in WHS/P – 004 Structure and Responsibilities in the WHS Management System.

Qualifications, Experience & Competencies

- Understanding of Religious Congregations and their unique charism
- Competent written and verbal communication skills
- Basic computer skills with Microsoft
- Project management skills – ability to manage project and timeframes
- Interpersonal skills and ability to work collaboratively as well as individually
- A commitment to uphold and support Gospel values and Mercy ethos
- Ability to work within cultural diversity
- Demonstrated commitment to lay leadership

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 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.