



## Position description

### Director, Catholic Renewal & Evangelisation Diocesan Office

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Reporting to: Episcopal Vicar for Evangelisation & Renewal

The Position: The Catholic Renewal & Evangelisation Diocesan Office (CREDO) is an agency of the Archdiocese of Sydney that promotes and coordinates Parish missions, and undertakes works of evangelisation and renewal as directed by the Archbishop of Sydney and Episcopal Vicar for Evangelisation & Renewal.

The role of Director, CREDO is a new position that has been established to plan, coordinate and promote Parish missions and the works of evangelisation and renewal in the Archdiocese.

To achieve this, the Director will be required initially to develop a clear understanding of the activities of CREDO. In particular, they will be required to assist in the planning of each Parish mission, coordinating the required resources and activities involved, and to actively promote Parish missions and works of evangelisation and renewal.

Responsibilities: The Director is accountable for the following:

- Taking ownership of and delivering the key programs of CREDO
- Proactively developing and initiating programs of evangelisation in consultation with the Episcopal Vicar for Evangelisation & Renewal
- Developing the annual "Walk with Christ" Eucharistic Procession
- Developing parish missions that are tailored to the needs of the Parish, including coordinating existing resources (Priests, Religious, Seminarians and lay people) for each parish mission, and continually reviewing the effectiveness of each mission, and implementing an ongoing process of feedback, review and improvement
- Actively promoting other works of evangelisation and renewal
- Managing the day to day operations of the CREDO office
- Establishing links with the Sydney WYD 2011 Committee
- Processing correspondence, emails, and telephone calls and ensuring all matters are dealt with in a timely manner
- Maintaining files and other records as required in the Office
- Managing the CREDO budget
- Other duties as directed by the Episcopal Vicar for Evangelisation & Renewal

Inter- The Director interacts with the following internal and external

relationships:

groups:

- Parishes
- Archdiocesan agencies
- Catholic schools
- Seminary of the Good Shepherd
- Youth groups
- Various Catholic lay associations
- Suppliers and contractors
- Chancery Office

Qualifications and Experience:

Ideally, the Director will have:

- Knowledge of the teachings of the Catholic Church on evangelisation and renewal, and a personal commitment to these and to the ethos and values of the Catholic Church
- Relevant experience either in a similar role or in a role encompassing the key areas of competency for this position
- Appropriate academic qualifications e.g. Degree in Theology
- An awareness of the issues facing evangelisation and renewal, and a track record in delivering professional programs
- Demonstrated capacity for effective leadership
- Experience in building and maintaining networks
- Demonstrated ability to work effectively without close supervision and to be accountable for performance
- Working knowledge of Microsoft Office applications – Word, Excel, PowerPoint, and Outlook

Attributes:

The Director will have:

- Excellent people skills
- Demonstrated experience in relationship building
- Demonstrated experience in and commitment to evangelisation
- Capacity to deal sensitively and intelligently with difficult issues
- Ability to communicate effectively and compassionately
- Proven capacity for strategic thinking and planning
- Sound communications skills, both in writing and in presentations
- Professional manner and presentation
- Attention to detail and a well ordered approach to work

- Proactive approach and a commitment to do whatever is necessary to ensure deadlines and objectives are met

Performance Management:

The performance of the Director will be assessed annually having regard to:

- Successful outcomes of the major accountabilities of the role
- Successfully guiding and supporting Parishes, agencies and other groups in the area of evangelisation and renewal, in accordance with Church teaching
- The achievement of productive relationships with parishes, agencies and other stakeholders
- The achievement of the agreed objectives of annual work plans under limited supervision