



## **Volunteer – Diocesan Support Team for Caritas Australia Diocese of Maitland-Newcastle**

### ***Our Mission***

Caritas Australia is the Catholic agency for international aid and development and, as an integral part of the Church, lives out the mission of Jesus. It does this through:

- Awareness raising within the Australian Community.
- Long-term, sustainable development where all human beings can live in dignity and communities are architects of their own development.
- Responding to natural disasters.

The work of Caritas Australia is shaped by the tradition of Catholic Social Teaching (CST). These values provide a moral framework for our work.

### ***Role in the Diocese***

The Caritas Diocesan Support Team will take responsibility for making real the vision of Caritas at the local diocesan level. Caritas Australia supports the role in the local dioceses, as does the Bishop and his Chancery staff. The successful candidate/s are accountable to Caritas Australia National Office and directly responsible to the Bishop through the Director Pastoral Ministries.

### ***Overall function:***

- Represent Caritas Australia in the diocese
- Promote issues of justice and development throughout the diocese
- Organise Project Compassion activities including:
  - Launch of Project Compassion
  - Itinerary for guest/overseas speakers
  - Process Project Compassion donations and attend to necessary banking/bookkeeping
  - Organise/respond to Project Compassion media promotion
- Assist with promotion of emergency appeals where necessary.
- Process donations received for emergency appeals
- Work in conjunction with the Caritas Animator (NSW/ACT) to communicate animated events for schools and parishes.
- Participate in the Regional Meetings in July and November each year (virtual) and Caritas Agency week in Sydney in each October.

***Desirable Qualities:***

- Desire to work/represent Caritas Australia in a voluntary capacity in the Diocese of Maitland-Newcastle with flexible work hours depending on the project e.g., receipting, annual parish orders, launch of Caritas Australia appeals and campaigns.
- Ability to show initiative and to work independently as part of a team.
- Capacity to engage with groups of people in parishes, schools, and the community.
- Good communication, public speaking, and computer skills
- Excellent organisational skills
- Some knowledge of financial transactions
- Honest, reliable, and dependable
- Be willing to complete the Diocesan Volunteer Induction training and handbook requirements.

Current Working with Children Check

***Team Functions:***

The team works collaboratively covering the tasks of liaising with:

- Parishes
- Schools
- The Wider Community

The members of the team work closely together to promote the work of Caritas Australia across the whole diocese.

***Support Structures:***

Caritas Australia and the Diocese of Maitland-Newcastle will provide support to the successful candidate or team. This support covers expenses incurred in the role and some systems support should this be required.

***Expressions of Interest:***

Please respond in writing, including a resume, by 30 July 2021 to Teresa Brierley – Director Pastoral Ministries, Diocese of Maitland-Newcastle.

PO Box 756 Newcastle 2300 or by email to [teresa.brierely@mn.catholic.org.au](mailto:teresa.brierely@mn.catholic.org.au)

For further enquiries or to be sent a role description please ring Teresa on 02 4979 1157.

***Volunteering with Caritas:***

To find out more about volunteering with Caritas please visit their website at:

<https://www.caritas.org.au/about/jobs/volunteer>

***Additional Information:***

The successful candidate must have and maintain the right to work in Australia. Ongoing appointment to this position is dependent on successful completion of a relevant Criminal History Record Check and a relevant check to ensure suitability for Working with Children.