

CSO Mission and Justice Officer – Religious Education and Sprituality

ROLE DESCRIPTION

REPORTS TO

Assistant Head – Religious Education and Spirituality

CONTEXT

The Catholic Schools Office (CSO) is responsible for the leadership, operation and management of systemic schools which educate more than 20,000 students in 44 primary schools, 11 secondary schools, two K–12 schools, and one flexible learning centre in the Catholic Diocese of Maitland-Newcastle.

The incumbent commits to working within work health and safety guidelines and code of conduct at all times whilst employed by the Catholic Diocese of Maitland Newcastle. The Diocese of Maitland-Newcastle is committed to safeguarding children and vulnerable persons and preventing those in our care from suffering abuse or neglect. It is committed to implementing and maintaining compliance with the NSW Child Safe Standards and the National Catholic Safeguarding Standards and takes a zero-tolerance approach to abuse of children or vulnerable persons. All who work in the name of the Diocese must comply with the Diocesan Safeguarding Framework Policy and act in accordance with the Diocese's Code of Conduct which includes the Diocese's Safeguarding Commitment Statement. Employees are required to undergo a National Police Check and retain a valid NSW Working with Children Check where necessary, in accordance with legislation.

PURPOSE

The *CSO Mission and Justice Officer* will work in supporting schools in their social justice initiatives, and in particular, strengthening their partnerships and programs with various Catholic agencies who serve the marginalised and forgotten people of our society. They are entrusted with the responsibility to assist staff, students and the wider faith community in making sense of their world, to make informed decisions and judgements, and to act with moral and ethical integrity.

The primary purpose of this role is to:

- support schools in developing and implementing social justice initiatives;
- strengthen partnerships and programs with Diocesan supported Catholic agencies serving marginalised and forgotten communities;
- collaborate with Catholic agencies in alignment with the *Catholic Identity Improvement Tool (CIIT)*;
- promote moral integrity and social responsibility in an educational setting;
- support efforts to foster and sustain Catholic identity within schools across the Diocese.

VISION STATEMENT

At the heart of everything there is always Jesus Christ.

Catholic schools educate:

- From and for the community of faith
- From and for excellence in learning
- In a rigorous, creative, and critical pursuit of truth

Catholic schools educate from and for vibrant, welcoming, and diverse communities with a particular commitment to the poor; for justice, integrity and peace; and with hope for the future.

CRITERIA/EXPERIENCE

1. Practising Catholic active in the life of a Eucharistic community, with an understanding of their baptismal call to share and witness the good news of Jesus Christ
2. Ability to articulate a clear understanding of and a personal commitment to Catholic education and the mission of the Church through Catholic schools
3. Knowledge of Catholic Social Teachings and experience in the development of Social Justice initiatives
4. A background in primary and/or secondary Catholic school education
5. Competency in facilitation, professional learning, interpersonal and communication skills
6. A willingness to undertake travel as required

QUALIFICATIONS/ACCREDITATIONS

- ▶ Qualifications as a four-year trained teacher
- ▶ Active NESA and AWTL Accreditation
- ▶ Current paid NSW Working with Children Check (WWCC) number
- ▶ Completion of anaphylaxis training

KEY WORKING RELATIONSHIPS

STAFF DIRECTLY REPORTING TO ROLE	<ul style="list-style-type: none"> • Nil
INTERNAL	<ul style="list-style-type: none"> • Assistant Head – Religious Education and Spirituality Services • Members of the Religious Education and Spirituality Services Team • Other CSO departments
EXTERNAL	<ul style="list-style-type: none"> • School and CSO networks • Diocesan supported Catholic agencies • Colleagues from other dioceses

LEADERSHIP FRAMEWORK

The Leadership Framework captures the characteristics and behaviours of good leadership articulated through six leadership capabilities that staff at all levels can practise and develop.



Guided by Gospel Values, the **CSO Mission and Justice Officer - Primary Religious Education & Spirituality** is responsible for the following:

RESPONSIBILITIES

FOSTERING A MISSION INSPIRED IDENTITY <i>By responding to the call of service, not just as moral duty or obligation, but in a spirit of joyful loving that responds to the presence of God in each person encountered.</i>	
RESPONSIBILITIES	EXAMPLES OF IMPACT
<ul style="list-style-type: none"> Contribute to the culture and operations of primary and secondary schools and the wider Catholic Schools Office network by offering formation, opportunities and resources that are based on supporting schools in Dimension 4: Mission and Justice of the Catholic Identity Improvement Tool (CIIT). Play an active role in the development and roll-out of national frameworks for our nominated Diocesan Catholic agencies. 	<ul style="list-style-type: none"> Staff and students are able to articulate Catholic values, model appropriate professional and ethical behaviour through decision making informed by Catholic Social Teaching. Documentation as leading the way in how its schools are collaborating with an external Mission agencies. A portfolio of work that shows how the role has worked with schools to promote all dimensions of God’s mission, including the ongoing formation of missionary disciples, charitable service to communities, and solidarity with missionary churches will be developed and promoted.

EMBRACING PERSON-CENTRED ENGAGEMENT

By grounding our belief that each person is made in the image and likeness of God and their dignity is the starting point for a vision for a just society – the Kingdom of God.

RESPONSIBILITIES	EXAMPLES OF IMPACT
<ul style="list-style-type: none"> • Foster networks with key individuals across schools and the CSO to promote awareness of, commitment to and participation in, Diocesan social justice campaigns and activities. • Engage in a spirit of collaboration with key diocesan, CSO and Catholic agency staff as part of a process of shaping a more engaging experience with a Catholic agency. • Deliberately utilise a “lens of encounter” in communications, in formation experiences and in the fundraising and awareness materials. 	<ul style="list-style-type: none"> • Increased knowledge and awareness of the work of our Diocesan supported Catholic agencies through the active participation of the Mission & Justice Officer in RE&S team and presentation at meetings once a term. • Evidence of a variety of communication modes resulting in increased awareness, interest and participation from schools, • Regular meetings with identified stakeholders resulting in increased commitment and participation in initiatives. • Formation is delivered with all three components of head, heart and hands, resulting in deepened knowledge, commitment and action for mission. • There is an increase in participation to the <i>Workplace Giving</i> program from CSO and school staff. • Stronger attendance from CSO staff and schools in supported Diocesan social justice initiatives.

DEVELOPING A CULTURE OF MISSION FORMATION

By actively seeking to build staff and student capabilities for fundraising, service and formation for mission.

RESPONSIBILITIES	EXAMPLES OF IMPACT
<ul style="list-style-type: none"> • Liaising closely with the relevant Catholic agencies and the CSO to recommend ideas and options to promote missionary formation and fundraising initiatives within the diocese. • To support and assist in the facilitation of formation opportunities that aim to build a deeper understanding of social justice, mission and outreach. • To strengthen partnerships with our schools by promoting and creating a strong awareness of the vision and mission of our supported Catholic agencies. 	<ul style="list-style-type: none"> • Increased involvement of schools through a variety of formation and fundraising opportunities. • Formation opportunities are enriched by the integration of Catholic Social Teachings. • Supporting schools in their development and understanding of social justice initiatives.

FUNCTIONAL REQUIREMENTS

- Sedentary to light physical work.
- Frequently sits or stands at an issued desk.
- Stands and walks frequently around the teaching spaces to teach the class, monitor and interact with young people and to provide individual support to pupils.
- Occasional bending, lifting, pulling, or carrying, bending, squatting or crouching, stretching and twisting.
- Occasional to frequent repetitive neck, upper body, wrist, hand, and finger movements may be required.
- Occasional stretching, climbing, and twisting may be required.
- Voice used extensively while communicating, instructing, and supervising students.

EXPECTED EMPLOYEE BEHAVIOUR

- Treat all people with respect, sensitivity, courtesy, understanding and compassion.
- Embrace diversity and difference in those they serve or with whom they work.
- Promote personal growth, and ongoing professional development and develop both in themselves and others.
- Commit themselves to effective professional working relationships with colleagues and clients.
- Through the exhibition of justice and fairness in relationships and service, promote proper working conditions and recognise when injustice, unfairness and abuse occur in the workplace and respond appropriately.
- Exhibit transparency, and accountability, and act responsibly in the use of Church resources
- Provide professional and competent service.
- Comply with relevant legislation and directives.
- Be mindful of privacy principles and manage information accordingly.
- Commitment to adhere and embed a culture of sustainability in accordance with the diocesan strategy.