

POSITION DESCRIPTION

Schools Engagement Manager

THE ORGANISATION

Aid to the Church in Need (ACN) is a Pontifical Foundation dedicated to the persecuted and suffering Church. Founded by Fr Werenfried van Straaten in 1947 as a Catholic aid organisation for war refugees, ACN is the only international Catholic organisation today that focuses on the pastoral and spiritual support of suffering Christians. Through the offerings of over 350,000 benefactors worldwide, ACN supports over 5000 projects across 140 countries each year. ACN Australia began in 1965 and is one of 23 national offices which seeks to raise awareness and financial support for this work.

PURPOSE OF THE POSITION

This national role, due to begin in January 2021, has been created to engage with Catholic school communities – diocesan leadership, teachers, students, and families - around Australia. By extension, the role will also consider engagement with Special Religious Education staff and volunteers. The purpose of the role will follow the threefold purpose of ACN as an international organisation; (1) to share the stories of suffering Christians, thereby growing awareness of our brothers and sisters in Christ who suffer for the faith; (2) elicit and encourage prayer and intercession for the suffering Church; (3) raise financial support, thereby allowing ACN to respond positively to the requests received from clergy, religious and the lay faithful who look to us for help.

FTE AND LOCATION

This role is a full time equivalent (FTE) of 0.6 or 22.5 hours per week. The time can be worked as three full days or spread over five days as mutually agreed. Applicants from across Australia are welcome to apply and arrangements can be made for the work to be done from home or at an agreed location. The national office of ACN Australia is based in Penrith NSW and Sydney candidates would be expected to work from this location at least once per week. Those outside of Sydney would engage with the national office via regular video meetings and phone calls and on occasion would be required to travel to the office.

KEY RESPONSIBILITIES

Reporting to the National Director, and working with other ACN staff, the key responsibilities of this position include:

- Conduct a review of ACN's current engagement with schools and key diocesan school leadership.
- Review and assess the *Red November* concept discerning how it is used as a future model for engagement and what needs to be adjusted.
- Write and prepare resources for use in classrooms around chosen engagement projects.
- Create an initial three-year plan (with assessable goals) outlining a staggered approach to engagement by increased activity quantity and/or national spread.
- Meet (virtually or in person) the RE/Mission coordinators of each diocesan school system and the SRE coordinators of each diocese.
- Work to create a national time of prayer for suffering Christians either based around current initiatives or new initiatives.
- Take responsibility for the national promotion of *One Million Children Praying the Rosary*.
- Coordinate an annual mailing to schools promoting ACN devotional and educational materials.
- Develop an additional or parallel plan for engagement with school communities in New Zealand.

REQUIREMENTS

- Essential: An active Catholic who lives their faith with passion, and can articulate, the key principles and teachings of the Catholic faith.
- Desirable: Experience in the education sector and/or familiarity and interaction with school curricula.
- Desirable: Experience in the not-for-profit sector and/or in fundraising and active engagement with donors.
- Desirable: Familiarity with fundraising databases and an openness to utilise at a basic level ACN's database *The Raiser's Edge*.
- Familiarity with the broad structures of the Catholic Church in Australia, knowledge of the major activities of the Church and the ability to think and plan nationally.



Aid to the
Church in Need

ACN A U S T R A L I A

PO Box 335 Penrith NSW 2751 **1800 101 201** www.aidtochurch.org

ABN 62 418 911 594

- Familiarity with, and appreciation of, the mission and vision of *Aid to the Church in Need* and a willingness to deliver upon its goals.
- Capacity to engage and build rapport with bishops, clergy, religious, diocesan staff, principals, and senior school leadership teams.
- Confidence with the Microsoft suite (Word, Excel, PowerPoint) and strong general computer /internet usage.
- Confident as a public speaker with the ability to prepare and deliver presentations and information sessions as needed.
- An analytical and problem-solving approach to work with strong written and oral communications skills.
- The ability to work with minimal supervision and to report on progress regularly making use of good organisational and time management skills.
- A willingness to undertake occasional national travel as required.

HOW TO APPLY

If you want to help prayerfully and practically support suffering and persecuted Christians, and you believe you have what ACN Australia is looking for, please **apply by Friday 13 November 2020**. Your application must include (1) a cover letter (2) responses to the role requirements (no more than two pages) and (3) resume.

Applications should be addressed and sent to:

Mr Bernard Toutounji
National Director
Aid to the Church in Need Australia
director@aidtochurch.org

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