



Position Vacant Volunteer – Diocesan Support Team for Caritas Australia Diocese of Maitland-Newcastle

Our Mission

Caritas Australia works towards the creation of a world that God desires to be just and compassionate. It does this through:

- Awareness raising in Australia
- Long-term community development
- Responding to disasters.

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 of Caritas in the local area as does the Bishop and his Chancery staff. The successful candidate/s is/are accountable to Caritas Australia's National Office and will also be responsible to the Bishop through the Vice Chancellor Pastoral Ministries.

The Support Team will

- Represent Caritas Australia in the diocese
- Promote issues of justice and development throughout the diocese
- Organise Project Compassion (PC) activities including:
 - Launch of Project Compassion
 - Itinerary for guest/overseas speakers
 - Process PC donations and attend to necessary banking/bookkeeping
 - Organise/respond to PC media promotion
- Assist with promotion of emergency appeals where necessary
 - Process donations received for emergency appeals
- Work in conjunction with Global Education Advisor to animate various activities in schools such as the Be More Challenge.

Desirable Qualities

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

Team Functions

It is envisaged that at least two roles exist within the team - the role of an Administrative Officer and that of an Educator/Animator. The members of the team would work closely together to promote the work of Caritas across the whole diocese, in parishes, schools and the wider community.

Support Structures

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

Expressions of Interest

Please respond in writing, including resume, by **14 December** to Teresa Brierley – Vice Chancellor Pastoral Ministries, Diocese of Maitland-Newcastle PO Box 756 Newcastle 2300 or **E** teresa.brierley@mn.catholic.org.au For further enquiries or a role description please **P** Teresa on (02) 4979 1157.