



POSITION DESCRIPTION

Position Title:	Business Manager
Location:	St Gregory's the Great (Doncaster) and St Kevin's (Templestowe)
Employment Status:	Ongoing - Part time. Twenty-one hours per week (split of time is St Gregory's 60%; St Kevin's 40%). Some after-hours work may be required. If successful, and the scope exists, there is the option to move to an ongoing permanent full-time position.
Salary:	\$80,000 p.a. salary, EFT pro-rata for actual days plus superannuation.
Reports to:	Parish Priest / Finance Committee of each Parish

POSITION PURPOSE

The vision of the St Gregory's the Great and St Kevin's Parishes is to be a vibrant and vital community of two parishes that intentionally reaches out to bring people to Jesus.

The Business Manager embraces the vision and mission of the parishes from an operational perspective.

The Business Manager is co-responsible with the Parish Priest and the Lay Ecclesial Leaders, working across St Gregory's and St Kevin's parishes to ensure that the operational elements of parish life are carried out effectively to meet the pastoral needs of the parish and the legal obligations of the businesses.

The purpose of the role is to actively steward the Parishes in their strategic needs and take responsibility for the day-to-day operational needs of the Parishes.

The Business Manager enhances the quality of service provided by the Parishes to parishioners, the local community, wider stakeholder groups and the Archdiocese.

The role includes facilitating communications between the Parish Priest, Parishioners, Schools & CAM Support Service Departments, such as Administration, Information Technology, Accounting, Building & Property and Human Resources.

KEY ACCOUNTABILITIES

- Ensuring the parishes have sound financial performance and management of assets to enable their strategic direction and vision.
- Ensuring Compliance (e.g Safeguarding, OH&S, Legal, Regulatory) and that necessary culture is developed.
- Overseeing / helping with parish operations
 - Ensuring that Parish Assets (e.g. property, technology, services) are maintained and managed (e.g. rental/leasing, gardening, cleaning, repairs) effectively and utilized to support parish needs.
 - Procurement/Contracts (e.g. photocopier, utilities, insurance) are kept optimal and up to date.
 - Ensure all People & Culture (HR) policies, contracts and procedures are complied with for all staff.

Key Projects

- Stewardship/Thanksgiving (KPI: complete a successful campaign by end of 2024)

- New Sources of Income Raising (KPI: by end 2024 to have identified specific new sources of income with potential to exceed cost of additional staff with stretch being \$50,000 of this realised across both parishes)

MAIN RESPONSIBILITIES

- Oversee financial wellbeing of the Parishes and Parish property.
- Ensure exemplary safeguarding policies, procedures, and practice as well as compliance with all relevant standards in the delivery of parish ministries and all other activities.
- Implement OHS programs and ensure compliance with all OHS policies.
- Responsible for the documentation of processes/policies
- Serve as a primary point of contact for issues related to IT and equipment, property maintenance and cleaning.
- Sourcing, negotiation, contract management and supplier relationship management.
- Take responsibility for Office Administration/Management of operations staff and volunteers – in concert with Lay Ecclesial Leaders, and Parish Priest.
- Work closely with the Parish Priest, Lay Ecclesial Leaders, Parish Pastoral Councils, Parish Finance Committees, and key relevant groups to further the vision and mission (eg. communicate all operating issues at meetings).
- Promote a culture of continuous improvement for all employees and the parishes.
- Update job knowledge by participating in educational/training opportunities offered by the Archdiocese.

Relationships (internal)

- Parish Priest
- Lay Ecclesial Leaders
- Parish secretaries
- Parish bookkeepers & Accountants
- Parish Pastoral and Finance Councils
- Parishioners
- Schools

Relationships (external)

- Archdiocese Human Resources, Finance, Administration, etc
- Professional Standards Office / Commission for children and Young People / Pathways Victoria
- Archdiocese communications
- Melbourne Archdiocese Catholic Schools
- Local Community. (users of church facilities, aged care communities etc)

KEY COMPETENCIES/SKILLS

Skills/experience

- Business Administration
 - Awareness of cybersecurity needs
- Experience leading and managing people.
- Problem-solving abilities that adapt to a variety of situations
- Software skills, especially Microsoft 365, communications software/social media, finance software (preferably Xero), customer relationship management (preferably Salesforce)

Qualifications

- Bachelor's degree or equivalent experience, preferably in business administration or similar or a mix of training / experience

PERSONAL ATTRIBUTES

- Respect for the vision and mission of the Parishes, hospitality, and service to all who engage with the parishes.
- A high level of integrity, honesty, and confidentiality
- Collaborative
- Co-responsible / Synodal

- Team player
- Good communicator
- Strategic/forward-thinking
- Able to be a leader, manager and hands-on.
- Catholic and active in their faith, and open to the work of the Holy Spirit, (to assist in understanding parish strategy and purpose).
- Familiarity with parish life
- Familiarity with parish operations
- Able to start and complete projects effectively and efficiently.

OTHER REQUIREMENTS

- Working with Children Check
- Police Check

INTEGRITY IN THE SERVICE OF THE CHURCH

Integrity in the Service of the Church aims to help employees reflect on and uphold Christian vision and values in all relationships and actions. The principles and standards which make up the Integrity in the Service of the Church are extensions of five basic principles for Church employees in which they:

- 1. Are committed to justice and equity**
- 2. Uphold the dignity of all people and their right to respect**
- 3. Are committed to safe and supportive relationships**
- 4. Reach out to those who are poor, alienated, and marginalised**
- 5. Strive for excellence in all their work**

POSITION DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed, and fully understand the position description for Business Manager. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____

Additional Information

Applications to be sent to doncaster@cam.org.au by **Monday, 22 April 2024.**

Please submit a cover letter along with a current resume.

For further information, contact Fr Charles Balnaves, Parish Priest, on 0417 319 556. We look forward to hearing from you and wish you all the best.