



## Executive Director

- Key leadership role working for a not-for-profit organisation.
- Strategic and operational focus.
- Part-time position, 3-4 days per week with flexible work arrangements.

### About the Organisation

The Marist Association of St Marcellin Champagnat Ltd (Marist Association) is a faith community that seeks to be a contemporary expression of Church in Australia. Its growing membership currently exceeds 900, comprising Marist Brothers, Marist lay people and clergy. The Association provides a formal structure for leadership and governance of Marist life and mission in the fields of education, spiritual formation, youth ministry, social services, and solidarity, while creating an ecclesial space for connection for all Marists and the nurturing of their Christian discipleship. The four main Marist ministries are schools (Marist Schools Australia), youth ministry (Marist Youth Ministry), youth care (Marist180) and solidarity (Australian Marist Solidarity). Each of these has its own executive and management structure.

### About the Role

The vitality and integrity of the Marist Association and its ministries are reliant on active, committed and engaged members as well as effective and efficient leadership and management. The Executive Director has a significant role to play in the realisation of both these aspirations. This position provides executive leadership and management for the Marist Association with responsibilities across both the ecclesial and civil expressions of the Association. This position reports to and works closely with the Council of the Marist Association through the Association Leader.

The Executive Director promotes and enhances the strategic direction of the Marist Association and enables a secure future for high quality ministry services in the Marist tradition. The Executive Director does this through positive engagement and collaboration with the four ministries, Leader and Council of the Association and other key stakeholders.

The Executive Director supports the delivery of quality Marist ministries as well as promotes the Marist Association's mission and goals. The Executive Director champions the implementation of the strategic plan which directs activities and ensures a continuing focus on the plan's key priorities. The Executive Director oversees the implementation of, and ongoing adherence to, the governing policies and procedures of the Association relating to the operation of the ministries.

The Executive Director oversees the internal governance of the Association, represents, networks and liaises with the ministry leaders, Association personnel and the wider Marist members within Australia. The Executive Director works closely with ministry leaders regarding matters relating to finance, compliance, risk, staff appointments and the formation of Board directors and senior executives.

Central to this role will be the Executive Director's ability to work collaboratively, sensitively and positively with the Marist ministries and Association leadership to help lead the mission which they have been entrusted.

The role is part-time, working 3-4 days per week and based in Mascot, with some travel, including interstate.

### About You

Your experience in a similar, strategic and operational leadership role is key to this position. Just as important will be your ability to work collaboratively in a team environment, your commitment to service excellence, and ability to contribute to the growth of this community of like-minded people.

Specifically, as the ideal candidate for this role, you will meet the following *Key Requirements*:

- Demonstrated personal commitment to the Catholic faith and to the teaching and traditions of the Catholic Church.
- Extensive experience in a similar role at a senior level either in an ecclesial, educational, commercial or not-for-profit environment.
- Demonstrated ability to lead and drive cultural change.
- Experience and strong skills in people management and team building.
- Willingness to model and uphold the Marist spirituality and mission.
- Strong facilitation and influencing skills and a track record of building mutually respectful partnerships.

### **Enquiries and Application Process**

To enquire about the role and to obtain a copy of the Position Description please contact Anthony Spata at Reach HR on 0402 210 055 or [anthony@reachhr.com.au](mailto:anthony@reachhr.com.au).

Applications should be sent in confidence to [anthony@reachhr.com.au](mailto:anthony@reachhr.com.au) and include a resume and cover letter outlining your experience and suitability for the role, in particular, how you meet each of the *Key Requirements* outlined above.

**Applications close:** 30 October 2023.

### **Additional Information for Applicants**

As this is an ongoing, part-time role, only applications with the unrestricted right to work in Australia will be considered.

Preferred candidates must have a current Working with Children Check and National Criminal History Check.

*The Marist Association of St Marcellin Champagnat Ltd is an equal opportunity employer. We are committed to Safeguarding and have zero tolerance for the abuse of children and vulnerable persons and are committed to providing a safe environment for all.*

*The Marist Association of St Marcellin Champagnat Ltd is committed to upholding the Australian Privacy Principles contained in the Privacy Act 1988 (Cth). Our Privacy Policy sets out how we manage personal information held by us. By dealing with us, you consent to our collection, use, and disclosure of your personal information in the manner described in our Collection Notice and our Privacy Policy. A copy of our Collection Notice and Privacy policy is available by contacting us.*