



## POSITION DESCRIPTION

<b>Position Title:</b>	Coordinator, Young Mercy Links Victoria
<b>Reports To:</b>	Director, Mission Integration
<b>Location:</b>	Mercy Action and Spirituality Hub 621 Nicholson Street, Carlton North VIC
<b>Parameters:</b>	2 year contract with possibility of extension Part-time, average 15 hours per week: <ul style="list-style-type: none"><li>• Standard days/hours to be Mondays 7.5 hours</li><li>• Remaining 7.5 hours to be negotiated, with advance notice, to include evenings and weekends</li></ul>
<b>Date Prepared:</b>	25 September 2019
<b>Approved By:</b>	Director, Mission Integration

### Context

The Institute of the Sisters of Mercy of Australia and Papua New Guinea (“ISMAPNG”) is a Religious Institute of Catholic women who endeavor to advance the reign of God by engaging in the spiritual and corporal works of mercy. As women of mercy inspired by the gospel and their foundress, Catherine McAuley, their mission is to live hospitality, compassion and justice. Their ministries include health, aged care, education, social welfare, advocacy and environmental sustainability.

Much of the administration of ISMAPNG depends on a dedicated team of women and men who work closely with Leadership (Institute Leader and Council, Institute Executive Team – Personnel, and Community Leaders) in supporting the mission by providing relevant advice, efficient services and practical solutions.

A broad range of administrative and support services are delivered through a number of functional teams led by the Executive Director who takes responsibility for the integration and delivery of services. Team members work from a number of locations across Australia and Papua New Guinea.

There is an expectation that all those who engage with ISMAPNG in ministry will embrace its values and ethos in their respective roles.

The ISMAPNG staff values, as guiding principles, help us bring to life what makes us unique and valued ministry within ISMAPNG.

- Hospitality
- Integrity
- Respect
- Unity
- Excellence



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### About Young Mercy Links

Young Mercy Links Victoria (YMLV) is the Victorian branch of a growing national network of Young Mercy Links (YML) groups.

Young Mercy Links (YML) offers young people aged 18-30 a community which:

- Encourages action which gives life to gospel values,
- Invites reflection on faith, and the action it impels, and
- Nurtures capacity for leadership

in the spirit of Mercy.

### Primary Purpose of the Position

Coordinating and mentoring a group of young people as they:

- engage in a range of activities which are authentic expressions of mercy in the world today and
- grow their confidence and capacity for leadership.

### Reporting Relationships

This role reports to the Director, Mission Integration, and is supported by a local advisory committee.

### Key Relationships

<u>Internal</u>	<u>External</u>
<ul style="list-style-type: none"><li>• Director, Mission Integration</li><li>• Young Mercy Links Victoria Advisory Committee</li><li>• Manager, Mercy Action and Spirituality Hub</li><li>• Mercy Hub Reference Group</li></ul>	<ul style="list-style-type: none"><li>• Seeds of Justice Committee</li><li>• Mercy Secondary Colleges, including Social Justice Coordinators, RE Coordinators, Year 12 Coordinators, etc</li></ul>

### Key Decision Making

<u>Decisions Expected</u> <ul style="list-style-type: none"><li>• Coordination of YMLV activities</li></ul>
<u>Recommendations Expected</u>



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- Changes to overall YMLV direction and activities
- YMLV contribution to / participation in developing national YML network and potential joint initiatives
- Identification of areas of risk or concern and approaches for mitigation of those risks or concerns

### **Key Accountabilities and Responsibilities**

#### Coordination of Activities

- Raising awareness of YMLV among relevant groups such as Mercy schools, local universities and parishes
- Recruitment and orientation of young adults who desire to be part of YMLV
- Coordination of YMLV activities, including:
  - Providing support to young people as they identify and engage in volunteer activities with third parties
  - Providing opportunities for young people to socialize and engage in ongoing leadership development and formation
- Coordination of YMLV communications, including promotion of YMLV events, through:
  - Social media
  - Email
  - ISMAPNG website
  - Development and distribution of hard and soft copy materials such as posters and flyers
- Where appropriate, support links between the activities of YMLV, other areas of work of the Mission Integration Unit (particularly the emerging ISMAPNG Faith, Life and Ministry Education (FLAME) framework) and the Mercy Action and Spirituality Hub
- Regular evaluation of the direction and activities of YMLV
- Contribution to the development of a broader YML network where capacity allows.

#### Workplace Health and Safety

- All WHS accountabilities and responsibilities relevant to the position as defined in WHS/P – 004 Structure and Responsibilities in the WHS Management System

### **Key Challenges in Achieving Goals**

This position is relatively autonomous and requires an individual who is self motivated to achieve the outcomes of the role. The incumbent must have the ability to work flexible hours including evening or weekend work where required.



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### **Qualifications, Experience & Competencies**

- A commitment to uphold and support gospel values and Mercy ethos
- Experience working with young people (aged 18-30) energised by gospel justice
- Demonstrated ability to coordinate and animate young people in areas such as justice education, volunteering in the community, outreach, solidarity immersions and pilgrimages
- Ability to think strategically and convey ideas
- Ability to work collaboratively and independently
- Vision and enthusiasm for young adult ministry
- Competent administration skills relative to the role requirements, including management of program budget

### **Other Matters**

- All employees and contractors are required to comply with the policies and procedures adopted by ISMAPNG
- This Position Description is subject to the Standard Terms and Conditions of this contract and any Letter of Offer relating to the position.
- The role holder may be asked to undertake other tasks beyond those set out in this position description, but within their skills and experience, as discerned with the Director Mission Integration and the local advisory group.
- As the role will include support for the development and delivery of meetings, events and other occasions which will take place on weekday evenings and on weekends, it is essential that the role-holder be able to work evenings and weekends as required.
- While this role is based in Melbourne, some intrastate, and possibly interstate, travel may be required.