



## Role Description

<b>POSITION TITLE:</b>	Social Justice Education Officer
<b>TEAM LEADER:</b>	Leader, Catholic Identity and Mission
<b>TEAM:</b>	Catholic Identity and Mission
<b>DATE:</b>	June 2023

## Organisational Tradition and Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) is a company limited by guarantee, created to govern 58 schools located across Western Victoria. DOBCEL and its administrative arm, Catholic Education Ballarat (CEB) work together to support the leadership of all Catholic Primary and Secondary schools, to promote Catholic identity, to deliver quality learning, provide effective stewardship and nurture respectful and trusting relationships with the community.

The Executive Director of Catholic Education Ballarat acts with a delegation from the Bishop of Ballarat to organise, administer, support and service all matters related to DOBCEL Schools and Catholic Education Ballarat.

## Our Vision

As partners in Catholic education and open to God's presence, we pursue fullness of life for all.

## Our Mission

We journey towards this vision through:

- proclaiming and witnessing the Good News of Jesus Christ;
- ensuring quality learning that promotes excellence and fosters the authentic human development of all;
- living justly in the world, in relationship with each other and in harmony with God's creation;
- exploring, deepening and expressing our Catholic identity in diverse ways;
- enabling each one of us to reflect more fully in the image of God.

## Role Purpose

The Social Justice Education Officer is responsible for promoting and implementing the principles outlined in Pope Francis' encyclical, *Laudato Si* and the related Decree of the Fifth Plenary Council of Australia. The position is also responsible for overseeing the organisation's Australian Catholic Anti-Slavery Network (ACAN) responsibilities.

This role requires a strong commitment to the principles of *Laudato Si*, as well as strong program development and communication skills. The successful candidate will have a passion for environmental stewardship and the ability to inspire others to take action towards a more sustainable future. This position may involve some weekend hours, as required.

## Key Responsibilities

It is not the intention of this role description to limit the scope or accountabilities of the position but to highlight the most important aspects. The accountabilities described may be periodically altered in accordance with changing organisational needs.

### ***Laudato Si:***

- support the DOBCEL response and action on *Laudato Si* and the Fifth Plenary Council of Australia Decree – Integral Ecology and Conversion for the Sake of our Common Home;
- develop the DOBCEL *Laudato Si* Action Plan in response to the Decree and develop necessary resources and professional learning programs;
- foster relationships with community partners, including other organizations, institutions, and individuals, to promote collaboration and build support for sustainability initiatives;
- develop and deliver educational programs and materials, such as workshops, webinars, and written content, to promote environmental awareness and social justice;
- develop and lead educational workshops and training sessions on *Laudato Si* principles and practices;
- foster a culture of environmental awareness and action within the organization or community and encourage individual responsibility and action towards a more sustainable future;
- advise organizational leadership on environmental issues and assist in the development of sustainability policies and practices;
- monitor and report on progress towards environmental and social justice goals and make recommendations for further action;
- monitor and evaluate program effectiveness and progress towards sustainability goals and make recommendations for adjustments and improvements as needed;
- provide executive support to the Bishop's Diocesan Social Justice Commission including participation and support for regular conferences. Please note that this position may require occasional weekend meeting attendance. Appropriate adjustments to working week will be made;
- provide liaison to schools and system regarding educational outcomes of Diocesan Social Justice Commission.

### ***Modern Slavery:***

- embed an understanding, and promote awareness, of the requirements of the Modern Slavery Act 2018 within the organisation;
- represent DOBCEL in the Australian Catholic Anti-Slavery Network;
- develop and roll out an organisational modern slavery action plan;
- support procurement, supply or contract management processes in relation to supplier engagement;
- monitor entity spending in high-risk categories in relation to modern slavery risks;
- complete the annual Modern Slavery Statement, surveys and reporting to the Australian Catholic Anti-Slavery Network;
- report modern slavery activity and progress through the Assurance and Risk committee.

## Skills, Capabilities and Key Selection Criteria

To be successful in this role the employee needs to have the following skills and capabilities:

- appropriate tertiary qualifications;
- strong knowledge of *Laudato Si* principles and Catholic Social Teaching;
- strong knowledge of the requirements of the Modern Slavery Act 2018;

- demonstrated experience in program management, community engagement, and environmental sustainability initiatives;
- excellent communication skills, with the ability to engage and inspire diverse audiences;
- ability to build strong relationships with community partners and stakeholders, and foster collaboration towards sustainability goals;
- strong organizational skills and attention to detail;
- ability to manage multiple priorities and deadlines;
- proficiency in Microsoft Office and other relevant software;
- ability to work effectively as part of a team while also operating under limited supervision.

## Essential Requirements

The following are the requirements for this position:

- a commitment to work within and align with the DOBCEL Vision and Mission;
- appropriate qualifications and experience in a related field;
- current National Police Check;
- current Working with Children Check;
- current Victorian Driver's Licence.

## Responsibilities of all Catholic Education Ballarat Employees

### ***Safeguarding of Children and Young People***

*All DOBCEL employees must:*

- conduct themselves in accordance with the DOBCEL Safeguarding Children and Young People Code of Conduct and the CECV Commitment to Child Safety;
- take all appropriate action to reasonably protect children and young people, including being aware of all mandatory reporting obligations.

### ***Health and Safety***

*DOBCEL is committed to providing a work environment that is safe and free of risks to health.*

To achieve this all employees must:

- take reasonable care for their own health and safety and the safety of others;
- provide all relevant information regarding any medical condition that may require Emergency Services to be called; or that could impact on their ability to perform their duties;
- not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace;
- report all hazards and incidents as required.

### ***Partnering and Communication***

*All employees have a responsibility to demonstrate positive and effective communication.*

To achieve this all employees must:

- promote a culture of partnering and collaboration;
- ensure appropriate and professional language is demonstrated in every interaction;
- provide timely support to maintain teamwork;
- maintain effective and professional relationships with all internal and external stakeholders.

### ***Performance and Professional Development***

*All employees have a responsibility to undertake continuous professional development.*

To achieve this all employees must:

- participate in regular team meetings as required;
- develop individual action and development plans, aligned to organisational and role priorities;
- participate in performance review processes as required;
- complete all mandatory training required as an employee of DOBCEL;
- comply with all expected professional expectations and codes of conduct as outlined by DOBCEL or the relevant regulatory and professional body;
- continuously update knowledge appropriate to the role.

***Policy***

- All employees are expected to comply with and demonstrate a positive commitment toward upholding all DOBCEL policies, procedures, and work instructions.